CBME 2019
Exhibitor Manual

24-26 July 2019

National Exhibition & Convention Centre
NECC
Shanghai · China

For Exhibitors at Halls: 1/7.1/8.1
Dear Exhibitor,

Thank you for participating at CBME 2019. To prepare your stand and to make your participation as effective as possible, we advise you to read through this Manual carefully. There are a number of forms, but please take the time to go through them – complete and return the relevant forms by the stipulated deadlines to ensure your instructions carried out efficiently and timely.

The Manual contains all the important guidelines & regulations that help you with the pre-show publicity campaigns and onsite technical services, which include various Timetable, Onsite Technical Service/Advice, Health & Safety Rules (Part A-H), etc.

**Guidelines & Regulations for “Raw Space” and “Shell Scheme” are different** from each other, please make sure you read the relevant part based on the stand type you take. The Order Forms Deadline (Part A) shows a quick reminder of everything you need to do by the stipulated deadlines.

For **Raw Space** exhibitors, to avoid problems caused by your appointed contractors, please ask your contractors (EAC- Exhibitor Appointed Contractor) to read through the Manual carefully to make sure they are aware of all the rules & regulations and obey them strictly.

Meet the deadlines set in the additional services order form. The order forms checklist in Part A shows a quick reminder of all the deadlines.

Should you need any services or advice beyond this manual’s content, please feel free to contact a member of the exhibition team as below, who will be more than happy to help you in any way.

Tel: +86 571 2689 5000

Website: www.cbmexpo.com

We look forward to working with you closely over the coming months and seeing you in Shanghai, China!

Best regards,
CBME, CHINA

**CBME is a trade-only exhibition, minors under 18 years old are NOT allowed to enter.**
SUMMARY

A  Order Forms Deadline

B  Construction Timetable

C  Venue, Contractors & Suppliers

D  General Information and Regulations

E  Organiser’s Standard Packaged Stand Information

F  Space Construction and Management

G  Shipping Guidelines

H  Order Forms and Checklist

I  Other Information
Order Forms Deadline

A1 Deadlines for Order Forms Submission
### A1 Deadline of Order Forms Submission

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Forms</th>
<th>Submitter</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 June 2019</td>
<td>※ H1 Alternative Equipment Confirmation of Shell Scheme for CBME</td>
<td>Compulsory for Shell Scheme of CBME</td>
<td>Must submit online</td>
</tr>
<tr>
<td></td>
<td>(including Enhanced Shell Scheme and Deluxe Shell Scheme)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28 June 2019</td>
<td>※ H2 Fascia Board of Shell Scheme for CBME</td>
<td>Compulsory for Shell Scheme of CBME</td>
<td>Must submit online</td>
</tr>
<tr>
<td></td>
<td><strong>Remarks</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28 June 2019</td>
<td>※ H3 Fascia Board of Enhanced Shell Scheme for CBME</td>
<td>Compulsory for Enhanced Shell Scheme of CBME</td>
<td>Must submit online (upload logo)</td>
</tr>
<tr>
<td>28 June 2019</td>
<td>※ H4 Fascia Board of Deluxe Shell Scheme for CBME</td>
<td>Compulsory for Deluxe Shell Scheme of CBME</td>
<td>Must submit online (upload logo)</td>
</tr>
<tr>
<td>10 June 2019</td>
<td>※ H5 Alternative Equipment Confirmation of Shell Scheme for CKF</td>
<td>Compulsory for Shell Scheme of CKF</td>
<td>Must submit online</td>
</tr>
<tr>
<td>10 June 2019</td>
<td>※ H6 Fascia Board of Shell Scheme for CKF</td>
<td>Compulsory for Shell Scheme of CKF</td>
<td>Must submit online (upload logo)</td>
</tr>
<tr>
<td>10 June 2019</td>
<td>H7 Furniture/AV/Plants/Water Rental for CBME</td>
<td>Optional for Shell Scheme</td>
<td>Submit online</td>
</tr>
<tr>
<td>10 June 2019</td>
<td>H8 Furniture/AV/Plants/Water Rental for CKF</td>
<td>Optional for Shell Scheme</td>
<td>Submit online</td>
</tr>
<tr>
<td>10 July 2019</td>
<td>H9 (Heavy &amp; Large) Exhibits Shipping - Go-Express</td>
<td>Optional for Hall 1, 7.1, 8.1</td>
<td>Submit online</td>
</tr>
<tr>
<td>10 June 2019</td>
<td># H11 Exhibitor Appointed Contractor (EAC) Registration</td>
<td>Compulsory for Raw Space Stands</td>
<td>Must submit online</td>
</tr>
<tr>
<td>10 June 2019</td>
<td>H12 Display Vehicles Entry Application Form</td>
<td>Optional for Raw Space Stands</td>
<td>Submit online</td>
</tr>
<tr>
<td>10 June 2019</td>
<td>H13 On-Site Event Application</td>
<td>Optional</td>
<td>Submit online</td>
</tr>
<tr>
<td></td>
<td>no amplification equipment is allowed to use in the exhibition halls, including but not limited to loudspeaker, live band performance etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 June 2019</td>
<td>H14 Exhibitor Badge Form</td>
<td>Compulsory</td>
<td>Must submit online</td>
</tr>
<tr>
<td>14 June 2019</td>
<td># H15 Electricity Supply</td>
<td>Compulsory for Raw Space Stands</td>
<td>Must submit on Milton Exhibits’s online system (incl. booth design &amp; payments)</td>
</tr>
<tr>
<td>14 June 2019</td>
<td># Raw Space Stand Application System</td>
<td>Compulsory for Contractors of Raw Space Stands</td>
<td></td>
</tr>
</tbody>
</table>

**Form 14** is compulsory to completed and submitted by **all exhibitors** for Entry Badges.

**Forms with “※”** are compulsory to be completed and submitted by exhibitors with **Shell Schemes**.

**Forms with “#”** are compulsory to be completed and submitted for exhibitors with **Raw Space**.
Construction Timetable

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B1</strong></td>
<td>Raw Space Contractors Move-in/Build-Up</td>
</tr>
<tr>
<td><strong>B2</strong></td>
<td>Exhibitor Move-in/Registration</td>
</tr>
<tr>
<td><strong>B3</strong></td>
<td>Exhibition Opening Hours</td>
</tr>
<tr>
<td><strong>B4</strong></td>
<td>Move-out</td>
</tr>
</tbody>
</table>
### B1 RAW SPACE CONTRACTORS MOVE-IN/BUILD-UP

<table>
<thead>
<tr>
<th>Venue</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raw Space</td>
<td>Monday, 22 July 2019</td>
<td>09:00 - 20:00</td>
</tr>
<tr>
<td>Raw Space</td>
<td>Tuesday, 23 July 2019</td>
<td>09:00 - 20:00</td>
</tr>
</tbody>
</table>

Main construction work must be finished by 13:00 hrs on Tuesday, 23 July 2019. Contractors are required to work within these move-in periods. If contractors wish to work beyond these hours they should contact Milton Exhibits - the official contractor - in advance and be responsible for the cost caused.

### B2 EXHIBITOR MOVE-IN/REGISTRATION

<table>
<thead>
<tr>
<th>Venue</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shell Scheme</td>
<td>Tuesday, 23 July 2019</td>
<td>09:00-20:00</td>
</tr>
<tr>
<td>Raw Space</td>
<td>Tuesday, 23 July 2019</td>
<td>13:00-20:00</td>
</tr>
</tbody>
</table>

### B3 EXHIBITION HOURS

<table>
<thead>
<tr>
<th>Date</th>
<th>Exhibitor Access only</th>
<th>Exhibition Opening hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, 24 July 2019</td>
<td>08:00 -18:00</td>
<td>09:00 – 17:00</td>
</tr>
<tr>
<td>Thursday, 25 July 2019</td>
<td>08:00 -18:00</td>
<td>09:00 – 17:00</td>
</tr>
<tr>
<td>Friday, 26 July 2019</td>
<td>08:00 -17:00</td>
<td>09:00 – 15:00</td>
</tr>
</tbody>
</table>

### B4 MOVE-OUT

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Exhibitor/Hand-carried Items Move-out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, 26 July 2019</td>
<td>15:00 – 17:00</td>
<td></td>
</tr>
<tr>
<td>Friday, 26 July 2019</td>
<td>17:00 – 22:00</td>
<td>Contractor and Forwarder access for stand move-out &amp; dismantling of stand structures and electrical installations &amp; removal of heavy exhibits</td>
</tr>
</tbody>
</table>

Contractors are required to work within these move-out periods. If contractors wish to work beyond these hours they should contact Organizers - the official contractor - in advance and be responsible for the cost caused.
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>Official Standfitting Contractor</td>
</tr>
<tr>
<td>C2</td>
<td>Official Freight Forwarder</td>
</tr>
<tr>
<td>C3</td>
<td>Business Travel Services</td>
</tr>
<tr>
<td>C4</td>
<td>Hotel/Accommodation</td>
</tr>
<tr>
<td>C5</td>
<td>Insurance Broker</td>
</tr>
<tr>
<td>C6</td>
<td>Security</td>
</tr>
<tr>
<td>C7</td>
<td>Exhibition Hall Specifications/Regulations</td>
</tr>
</tbody>
</table>
## C1 OFFICIAL STANDFITTING CONTRACTOR

<table>
<thead>
<tr>
<th>Items</th>
<th>Company Name</th>
<th>Person</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Equipment</td>
<td>Milton Exhibits &amp; Engineering (Shanghai) Ltd</td>
<td>Ms Essie Shan</td>
<td>Tel: +86 21 61830685 M: 13816030501</td>
</tr>
<tr>
<td>Confirmation of Shell Scheme for CBME</td>
<td>Tel: 021-61830668</td>
<td>Hall 1</td>
<td><a href="mailto:essieshan@milton-sh.com">essieshan@milton-sh.com</a></td>
</tr>
<tr>
<td>Furniture/AV/Plants/Water Rental for CBME</td>
<td>Fax: 021-61830688</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raw Space Stand drawing review &amp; collect related document.</td>
<td>General in charge: Mr. Eason Qian</td>
<td>Mr. Ian Liu</td>
<td>Tel: +86 21 61830625 M: 13585527972</td>
</tr>
<tr>
<td>Rental electricity</td>
<td>Tel: +86 21 61830604 M: 13817320766 <a href="mailto:easonqian@milton-sh.com">easonqian@milton-sh.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collect construction deposit.</td>
<td>Mr. Tim Wang</td>
<td>Hall 8.1</td>
<td><a href="mailto:timwang@milton-sh.com">timwang@milton-sh.com</a></td>
</tr>
<tr>
<td>Collect construction management fee.</td>
<td>Tel: +86 21 61830660 M: 13611725501</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## C2 OFFICIAL FREIGHT FORWARDER (Hall 1, 7.1, 8.1)

<table>
<thead>
<tr>
<th>Items</th>
<th>Company Name</th>
<th>Person</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>For domestic exhibits</td>
<td>Go-Express Co., Ltd</td>
<td>Domestic: Mr. Jinkai Sun</td>
<td>T: 021-65757706-8027 M: 13917067533</td>
</tr>
<tr>
<td>Storage</td>
<td>TEL: 021-65757706</td>
<td>Mr. Jun Li</td>
<td>E: <a href="mailto:jack.sun@go-express.com.cn">jack.sun@go-express.com.cn</a></td>
</tr>
<tr>
<td>Transportation</td>
<td>FAX: 021-65757716</td>
<td>Oversea: Mr. Jie Wang</td>
<td>T: 021-65757706-8023 M: 13816493117</td>
</tr>
<tr>
<td>Deposit</td>
<td></td>
<td></td>
<td>E: <a href="mailto:jimmy.li@go-express.com.cn">jimmy.li@go-express.com.cn</a></td>
</tr>
<tr>
<td>For oversea exhibits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Go-Express Co., Ltd</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEL: 021-65757706</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FAX: 021-65757716</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## C3 BUSINESS TRAVEL SERVICES

<table>
<thead>
<tr>
<th>Items</th>
<th>Company Name</th>
<th>Person</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport pick up / shuttle bus</td>
<td>Shanghai Qiangqi Exhibition Service Co., Ltd.</td>
<td>Louis Wang</td>
<td>T: 18516006269 E: <a href="mailto:reservation@totalexpo.net">reservation@totalexpo.net</a></td>
</tr>
<tr>
<td>Group meal, tea break, buffet</td>
<td>Jack Chen</td>
<td>T: 18516006682 E: <a href="mailto:food@totalexpo.net">food@totalexpo.net</a></td>
<td></td>
</tr>
<tr>
<td>Translator, model, usherette, volunteer, cameraman etc.</td>
<td>Peter Chen</td>
<td>T: 13120878222 E: <a href="mailto:business@totalexpo.net">business@totalexpo.net</a></td>
<td></td>
</tr>
<tr>
<td>Customization gift</td>
<td>Amy Yan</td>
<td>T: 18516006771 E: <a href="mailto:gift@totalexpo.net">gift@totalexpo.net</a></td>
<td></td>
</tr>
<tr>
<td>Copy, Scan, Print, Bookbinding, Print Name Card etc.</td>
<td>Cao Huali</td>
<td>T: 131 2055 6222 E: <a href="mailto:service@totalexpo.net">service@totalexpo.net</a></td>
<td></td>
</tr>
<tr>
<td>Plant rental</td>
<td>Li Ping</td>
<td>T: 183 2177 7108 E: <a href="mailto:plantandflower@totalexpo.net">plantandflower@totalexpo.net</a></td>
<td></td>
</tr>
<tr>
<td>Tea break, buffet, meal</td>
<td>GUSTO Restaurant Management (Shanghai) Co., Ltd.</td>
<td>Bryan Fei</td>
<td>T: 13405750735 E: <a href="mailto:bryanfeigusto@126.com">bryanfeigusto@126.com</a></td>
</tr>
</tbody>
</table>
C4 HOTEL/ACCOMMODATION
Please refer to official hotels and their detail contact from the online Exhibitor Centre.

C5 Insurance Broker

<table>
<thead>
<tr>
<th>Items</th>
<th>Company Name</th>
<th>Person</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide liability insurance for Row Space Stand construction (Please refer to page 27 to find online insurance broker)</td>
<td>Orix Insurance Agency Co.,Ltd <a href="http://ubm.shpicc.cn/">http://ubm.shpicc.cn/</a> (If EACs has purchased insurance by themselves, please submit the insurance proof to Orix Insurance for checking.)</td>
<td>Miss Xiaolan Lin</td>
<td>M: 13795447441 E: <a href="mailto:nancy.lin@orixinurance.com">nancy.lin@orixinurance.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Miss Zhenhui Duan</td>
<td>M: 13021092086 E:<a href="mailto:yolanda.duan@orixinurance.com">yolanda.duan@orixinurance.com</a></td>
</tr>
</tbody>
</table>

C6 SECURITY

<table>
<thead>
<tr>
<th>Items</th>
<th>Company Name</th>
<th>Person</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security guards hiring</td>
<td>Please contact the operation team of UBM if needed.</td>
<td>Mr. Chnyu Song</td>
<td>021-61577224 <a href="mailto:Joe.song@ubm.com">Joe.song@ubm.com</a></td>
</tr>
</tbody>
</table>

C7 EXHIBITION HALL SPECIFICATIONS

NECC
National Exhibition and Convention Center (Shanghai)
No.168 East Yinggang Road, Qingpu District, Shanghai
Tel: +86 21 69760011
Fax: +86 21 69760101
Website: http://en.cecsh.com/

<table>
<thead>
<tr>
<th>VENUE</th>
<th>1H</th>
<th>2H</th>
<th>3H</th>
<th>4.1H/5.1H/8.1H</th>
<th>5.2H/8.2H</th>
<th>6.1H/7.1H</th>
<th>6.2H/7.2H</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Elevation</td>
<td>±0.00</td>
<td>±0.00</td>
<td>±16.00</td>
<td>±0.00</td>
<td>±16.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceiling Height</td>
<td>32</td>
<td>12</td>
<td>17</td>
<td>12</td>
<td>17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Space (Gross)</td>
<td>26460</td>
<td>27010</td>
<td>26829</td>
<td>26193</td>
<td>26477</td>
<td>26867</td>
<td>27266</td>
</tr>
<tr>
<td>Venue Size</td>
<td>106*269</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Standard Shell Scheme stand height is 2.5m and cannot be exceeded.

RAW SPACE
Raw Space booth height is 4m and cannot be exceeded.
Double-deck stands are not permitted.

Freight Entrance
8mW*6.5mH

FLOOR LOADING
5 ton/㎡ 3.5 ton/㎡ 1.5 ton/㎡ 3.5 ton/㎡ 1.5 ton/㎡

Power supply
10531KW 10531KW 13479KW 10531KW 6740KW 10531KW 6740KW

Stairlifts
4 pairs

Lighting
300LX

Column
/ 1.8m*1.8m 1.5m*1.5m 1.8m*1.8m 1.5m*1.5m

Column grid
/ 27m*36m 54m*36m 27m*36m 54m*36m

Toilets
6 for Male and 6 for Female
## General Information and Regulations

| D1  | Audio Equipment Control                     |
| D2  | Activities on Exhibition Stands Animals     |
| D3  | Animals                                    |
| D4  | Badges & Passes                            |
| D5  | Children                                   |
| D6  | Exhibits Display                           |
| D7  | Fire Precautions                           |
| D8  | Prohibited/Dangerous Items                 |
| D9  | Insurance                                  |
| D10 | Intellectual Property Rights               |
| D11 | Internet Access                            |
| D12 | Medical Requirements                       |
| D13 | Photography / Video Shooting               |
| D14 | Public Address System                      |
| D15 | Security                                   |
| D16 | Booth Cleaning & Garbage Disposal          |
| D17 | Personal Protective Equipment              |
| D18 | Environment Protection                     |
| D19 | Smoking                                    |
| D20 | Invitation Letters for Chinese Visa        |
D1  Audio Equipment Control

In order to create a good environment for business negotiation and protect the rights and interests of each exhibitor, exhibitors cannot use any amplification equipment during the show. Noise will be strictly controlled at CBME 2019 as below:

1. No amplification equipment is allowed into the exhibition halls. There will be specially-assigned person in loading bay to check if there’s any amplification equipment be carried and stop them being moved in. Exhibitor is responsible for any related legal and financial losses.

2. During CBME show hours, no amplification equipment is allowed to use in the exhibition halls, including but not limited to loudspeaker, microphones, live band performance etc. Failure to adhere to this guideline may result in your equipment confiscated and other possible loss. And the exhibitor shall be responsible for any loss caused by this, including but not limited to damage of stand structure, equipment and cables, and any possible economic compensation. Moreover, the exhibitor’s membership points will be deducted, and the exhibitor’s application to CBME 2020 will be suspended.

D2  ACTIVITIES ON EXHIBITION STANDS

Exhibitors cannot use any area outside the boundaries of their stand for displays or promotional activities. The Organisers have the right to remove any items from common areas and/or charge for the additional space used. Failure to adhere to this guideline may result in your stand being closed.

Exhibitors planning to hold onsite activities must get an approval from the Organisers by submitting the application Form 13 in the Exhibitor Service Centre online before the deadline. The Organisers reserve the right to suspend any activities that are not approved in advance.

Meanwhile, it’s the exhibitor’s sole responsibility to ensure the safety of any promotional events/activities held at his stand (especially the entertaining performances/lucky-draw/distributing give-away). The exhibitor must arrange enough staff to monitor the safety of the on-site activities. One safety person-in-charge shall supervise the overall status. And six or more personnel shall be responsible for queues’ order and crowds’ evacuation (the bigger the area is, the more personnel shall be arranged). The number of participating visitors in the event shall be controlled strictly in order to avoid chaos and serious casualty or damage.

Any event reported disturbing other exhibitors’ participation in the show will be inspected by the Organisers and suspended as necessary. If any events found violating Chinese law, the Organiser has the right to stop it immediately and reserves the right to have it investigated for legal responsibilities by the authorities.

If any event found risky or hazardous to any people at the site, the organiser has the right to stop it after informing the exhibitor. If the exhibitor refuses to cooperate and adjust the event plan, the organiser has the right to take corrective measures immediately. And the exhibitor shall be responsible for any loss, damage and legal responsibilities caused by this.

D3  ANIMALS

For reasons of health and safety animals are not allowed in the exhibition halls for the duration of the tenancy with the exception of guide dogs for the blind and hearing dogs for the deaf accompanying disabled exhibitors/visitors.

During the move-in and move-out period no animals will be allowed on site if it is deemed unsafe. At all times the Organisers decision is final.

D4  BADGES & PASSES

No one will be permitted into the exhibition hall during build-up, show period or breakdown without an appropriate badge.
**Exhibitor Badges**

Badges will be issued to all Exhibitors and staff manning their stands (3 exhibitor badges per 9sqm stand) at the exhibitor registration counter in Entrance Lobby (North Hall) of NECC during 09:00-18:00 July 22-23. Please take 2 name cards of the person in charge of participation for claiming the prepared badges. Refer to Form H14 in the online Exhibitor Service Centre for details and submit before **10 Jun 2019**.

Please note that Exhibitor’s badges are only for your staff manning your stands during the exhibition days, whereas the contractor’s badges are given to the suppliers and contractors who are assisting in decorating the stand, building and dismantling structures during move-in and move-out days only. Exhibitors and their personnel are requested to wear their badges while in the hall for the duration of the show and contractors to wear their Contractor Badges for access to the hall during the build-up and move-out period.

**Contractor Badges – only for Raw Space exhibitor’s appointed contractor** and to be issued only after the following formalities are completed by the contractor:

- Submission of completed Form 11 in the online Exhibitor Service Centre before June 10, 2019
- EAC (exhibitor appointed contractor) submit all necessary safety documents to the Official Standfitting Contractor before deadline, for details, please check in Form 11 in the online Exhibitor Service Centre
- EACs pay all relevant fees (performance deposit, hall management fee, additional orders) to the Official Standfitting Contractor before the deadlines
- EACs submit construction design drawings (to the official contractor) before the deadline and get approval
- Real Name Authentication by the venue’s management 15 days before move-in, refer to the below link for detail application process and forms: [www.neccsh.com](http://www.neccsh.com)

The official contractor will grant EAC a “Contractor Badge Claim Note” once all the above are completed. And your appointed contractor will be able to get the entry badges by presenting this note and making payment for badge production fee on arrival at the “Badge & Pass Centre” of the venue before move-xin.

* “Badge & Pass Centre” is located beside North Hall of the venue, NECC. For more details, please consult at +86 21-67008487

**Vehicle Passes**

All vehicles need to get a “Vehicle Pass” before entry to NECC compound. By presenting the above “Contractor Badge Claim Note” at the “Badge & Pass Centre”, you will get the Vehicle Pass.

*For Shell Scheme exhibitors who will have furniture & plants brought to the stands, please get a Furniture/Plant Registration Form from the official contractor’s onsite service counter (located in the North registration lobby), and then present it to the “Badge & Pass Centre” for a Vehicle Pass.

*For vehicles brought in for display on a stand, please refer to Form H12 and submit for approval before the deadline stipulated on the form.

Please remind your contractors to obtain the Vehicle Pass during below time before the trucks’ entry to the exhibition compound.

<table>
<thead>
<tr>
<th>Description</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Move-in</strong></td>
<td></td>
</tr>
<tr>
<td>Vehicle Pass Distribution - Exhibitors</td>
<td>July 23 : 1230-1900</td>
</tr>
<tr>
<td>Vehicle Entry - Exhibitors</td>
<td>July 23 : 1300-1900</td>
</tr>
<tr>
<td><strong>Move-out</strong></td>
<td></td>
</tr>
<tr>
<td>Vehicles Pass Distribution - Contractors</td>
<td>July 26 : 1630-2100</td>
</tr>
</tbody>
</table>
Vehicle Entry - Contractors | July 26: 1700-2130  
Vehicle Pass Distribution - Exhibitors | July 26: 1430-1530  
Vehicle Entry - Exhibitors | July 26: 1530-1630

Relevant Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge Production Fee</td>
<td>RMB 30/ per(move-in &amp; out) RMB 50/per (exhibition)</td>
</tr>
<tr>
<td>Hall Management Fee</td>
<td>RMB 25/sqm</td>
</tr>
<tr>
<td>Damage Deposit:</td>
<td></td>
</tr>
<tr>
<td>18sqm-36sqm</td>
<td>5000.00</td>
</tr>
<tr>
<td>37sqm-91sqm</td>
<td>10000.00</td>
</tr>
<tr>
<td>92sqm-200sqm</td>
<td>20000.00</td>
</tr>
<tr>
<td>201sqm and more</td>
<td>50000.00</td>
</tr>
<tr>
<td>Vehicle Pass deposit</td>
<td>RMB 300/per truck</td>
</tr>
<tr>
<td>Vehicle Pass</td>
<td>RMB 50/per 90 minutes/truck</td>
</tr>
<tr>
<td>Over time</td>
<td>RMB100/30 minutes/truck</td>
</tr>
</tbody>
</table>

D5 CHILDREN

The exhibition is open to buyers and trade visitors ONLY. The Organisers and Venue Management will enforce this regulation. This includes the build-up period as well as the exhibition days; if you are an overseas exhibitor travelling with your family, please note this point.

Health and safety and liability regulations prohibit the presence of minors under 18 years old in the halls at all times, either as a visitor or exhibitor and there will be no alternative facilities provided.

D6 EXHIBITS DISPLAY

1) All moving parts of an exhibiting machine must be installed with safety device, which should not be removed until the machine stops operation or the power is cut.
2) All exhibiting machines’ power-on/switch/trigger, any device that starts the machine’s operation, must be kept well away from general visitors to protect them from such moving or working exhibits. Moving or working exhibits shall only be demonstrated or operated by persons authorised by the Exhibitor, and these authorised persons must monitor the machine carefully to avoid any possible mis-touch or mis-operation by any unauthorised people on the stand.
3) Wheels or traction device should be installed on the exhibits that need to be moved within the stand during exhibition hours. This is to protect the floor of exhibition hall from possible damage. Exhibitors are liable for compensation for such damage, if any.
4) All machines generated by electricity must be installed with proper device to prevent fire.

D7 FIRE PRECAUTIONS

Please ensure you familiarise yourself with the Fire and Emergency Procedures in the Health & Safety Section in this Manual.

Any fire-fighting equipment are not allowed to be blocked by any construction or materials. Any Emergency Exits and gangways must be kept clear from any obstacles all the time.

D8 Prohibited Hazardous Items

All the items listed as below are hazards and prohibited anywhere inside the exhibition hall.
1) Naked flame, kerosene light, alcohol light, cooking equipment, stove, oven.
2) Petrol/gasoline, explosive powder; radioactive, toxic, chemical, flammable, corrosive items
3) Pornographic and reactionary propaganda materials
4) Any strictly prohibited items stipulated by the government of People’s Republic of China

**D9 INSURANCE**

Exhibitors are responsible for public liability insurance against injury to persons and property of others on their stand, along with their exhibits and merchandise moving to and from the show and during the show. Each exhibitor should have a valid and adequate insurance cover of no less than **RMB 4 million (US$ 0.66 million)** against public liability. Exhibitors should contact their insurance broker to cover their exhibits and exhibit materials. The Organisers will not be held responsible for any loss of, or damage to, exhibits and personal items. Please also refer to your Space Application Contract.

All stand contractors are also required to take out and maintain public liability insurance in respect of the Individual Stand Contractor’s liability for death or injury to any person, or loss or damage to property arising out of the performance of the Services in a sum not less than **RMB 4 million (US$ 0.66 million)** for any single claim, unlimited in aggregate. Please refer to “Stand Construction and Management” for details.

It is essential that Exhibitors with Raw Space/Special Design stands check any stand contractors being considered for work have this insurance coverage, before appointing them.

**D10 INTELLECTUAL PROPERTY RIGHTS**

The Organisers have a procedure in place at fairs and exhibitions organised by the Organisers in the People's Republic of China (“CBME 2019”) to address complaints about the products on display at the Fair infringe any third party's intellectual property rights. The procedure is aimed at assisting individual exhibitors to protect their intellectual property rights and to respect the intellectual property rights of others.

In this respect, the attention of all exhibitors is drawn to the following:

The Exhibitor shall not exhibit at the Exhibition any counterfeit goods or any goods which infringe any third party's intellectual property rights (“Infringing Goods”), any goods which are prohibited or restricted by local laws or regulations (“Prohibited Goods”) or any goods which in their manufacture or production fail to comply with the Convention on International Trade in Endangered Species of Wild Life Flora and Fauna (“CITES”) or any other international standards, regulations and legislation in respect of ethical slaughtering and conservation of endangered species, including without limitation standards issued by the World Conservation Union (“ICUN”) (“Unethical Goods”). The Organizers shall have the right, without recourse, to physically remove any goods which it or any Hong Kong court or relevant authority deems to be Infringing Goods, Prohibited Goods or Unethical Goods, to cancel the Exhibitor’s right of participation and/or to close down the Exhibitor’s exhibition stand and in any such event, the Exhibitor shall have no financial or other claim against the Organizers.

The Exhibitor agrees to indemnify and hold harmless the Organizers on demand against all claims, liabilities, losses, suits, proceedings, damages, judgments, expenses, costs (including legal fees) and charges of any kind howsoever incurred by or on behalf of or made against the Organizers arising out of the Exhibition of any Infringing Goods, Prohibited Goods or Unethical Goods by the Exhibitor, or acts by third parties as a consequent thereof.

The rules and regulations set out in this brief are supplementary regulations in addition to the Terms & Conditions of the Standard Rules & Regulations and form part of the Exhibition Contract signed by exhibitors with the Organisers. This brief and the Standard Rules & Regulations can be accessed via the Organizers’ website.

**Procedure**

1. All IPR Complaints shall be referred to the IPR office at the Exhibition
2. The Complainants shall provide the relevant documentary evidence to substantiate any IPR Complaint. Any IPR complaint shall not be accepted, unless one or more of the following documentary evidence is provided by the Complainants:

   (2a) For IPR complaints regarding **trademark** issues:

   i) Original or certificated copy (*) of the valid trademark certificate(s) relevant to the particular subject matter of the IPR Complaint including (if any) renewal certificate(s) and proof of trademark assignment(s) and
ii) Proof of identity of the trademark owner – for corporate trademark owner, proof of identity shall be a valid Business License; for individual trademark owner, proof of identity shall be a valid ID card.

(2b) For IPR complaints regarding patent issues:

i) Original or certificated copy (*) of the valid patent certificate(s) relevant to the particular subject matter of the IPR Complaint including (if any) associated documentary evidence thereof and

ii) Proof of identity of the patent owner – for corporate patent owner, proof of identity shall be a valid Business License; for individual patent owner, proof of identity shall be a valid ID card.

(2c) For IPR complaints regarding copyright issues:

i) Original or certificated copy (*) of the valid copyright recorded certificate(s) relevant to the particular subject matter of the IPR Complaint and

ii) Proof of identity of the copyright owner – for corporate copyright owner, proof of identity shall be a valid Business License; for individual copyright owner, proof of identity shall be a valid ID card.

(*) If the original or certified copy of the certificate is not available, the complaint can be accepted based on the copy and the Complainant should provide the original or certificated copy to the Organizer afterwards

(2d) For any IPR Complaint:

Valid court order(s) (if any) with regards to the subject matter of the IPR Complaint.

(2e) IPR Complaint filed by an agent or on behalf of a 3rd part A valid Power of Attorney or letter of authorization

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**D11 INTERNET ACCESS**

The wireless internet provided by NECC is not stable. If exhibitors need internet, please order the broadband service from official contractor before June 10, 2019. Any order received after 10 June 2019 is subject to a 30% surcharge. Any order received after 30 June 2019 is subject to a 50% surcharge. Kindly be noted that late order may be unacceptable considering the venue limitation. Onsite orders are not accepted.

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**D12 MEDICAL REQUIREMENTS**

Please bring with you any prescribed drugs you may need, since they may not be readily available in China.

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**D13 PHOTOGRAPHY / VIDEO SHOOTING**

As per the exhibition rules & regulations, unauthorised photo/video shooting and sound recording of any stands / displays / demonstrations is not allowed, without the agreement of the exhibitors concerned.

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**D14 PUBLIC ADDRESS SYSTEM**

The public address system is for use by the Organisers and Authorities only. During the exhibition only official and emergency messages will be broadcast.

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**D15 SECURITY**

General security patrols are provided by the Organisers for the exhibition area. Nevertheless, Exhibitors are advised that they are required to arrange their own insurance coverage and not to leave their stands unattended and take responsibility for the security of their stand display, stand merchandise and personal items during the show.
Please note that most hired cabinets have common locks and should NOT be regarded as secure units. Any incidents of theft must be reported to the Organizers immediately as it will be necessary to complete a security form and report the incident to the police.

**D16  BOOTH CLEANING & GARBAGE DISPOSAL**

Cleaning service will be provided twice a day within the booth during show days for all Shell Schemes. Raw Space Stand should be cleaned by its appointed contractor.

During move-in/move-out period, all construction materials or debris must be removed from the booth and venue by the contractors. The Organiser has the right to remove any materials left in the gangways and relay any cost caused to the relevant contractor or exhibitor.

**D17  PERSONAL PROTECTIVE EQUIPMENT**

Safety Helmet & Harness: All workers have to wear safety helmet. Wearing safety helmet & harness can reduce accidental death rate effectively, especially for those who works at height. Please make sure to wear it correctly.

Safety Shoes: All exhibitors and workers are asked to wear safety shoes during move-in and move-out period, in case of any harm caused by nail, glass flake, etc.

Other Tools & Equipment: Works also need to wear other personal protective equipment, e.g. globes, goggles, earplugs, Hi-visibility vest, depend on their job.

During construction time, all contractors need to provide their works Personal Protective Equipment such as Safety Helmets, Reflective clothes.

**D18  ENVIRONMENT PROTECTION**

1. Prepare appropriate quantity of material, do not print and transport more material than you need.
2. Use recycle or environment friendly material. Design and decorate your booth appropriately. Reduce the use of wood. Use reusable material. Do not use plastic bag to package. Use paper to replace PVC advertisement and signs.
3. Poisonous or volatile paint and glue are forbidden during construction. CFL or LED is recommended for lighting. Please use reproducible carpet.
4. Please minimize the use of package material and paper box. (It’s not so hard to protect environment and to protect our earth.)

**D19  SMOKING**

NO smoking is allowed anywhere inside the venue.

**D20  Invitation Letter for Chinese Visa**

If you are an exhibitor to attend CBME 2019, you are STRONGLY RECOMMENDED TO APPLY IMMEDIATELY FOR YOUR CHINESE VISA.

Regulations enforced by different Chinese Embassies round the world vary. So please check carefully with your local Embassy or travel agent for the exact requirement in your country. As a guideline, the current situation for visa applications to China is as follows:

**Tourist visas:** Still the easiest and cheapest option for attending a show if you can get it. As a minimum, Embassies require a travel itinerary and hotel confirmation (document from the hotel). Tourist visas are not possible for many countries and this list varies from time to time. Please check if it is possible to obtain a tourist visa from your country, as this is by far the easiest approach, particularly as no formal letter of invitation is required first.
Should you need an invitation letter endorsed by the CBME 2019 Organiser, please make sure the payment for your contracted booth has been made, and contact with the official travel agent and [click here to download the application form for Official Invitation Letter](#).

**Business visas:** Takes more time, as a formal letter of invitation is required from a Chinese Official Government body. To apply for a business visa you must submit to the Chinese Embassy your itinerary, hotel confirmation and Official Invitation Letter. Should you need to apply for this Official Invitation Letter, please contact with your sales representative and [click here](#) to download the application form for Official Invitation Letter.

Applications for a formal invitation letter can take 5-10 days + courier time + application time required for the visa. Visa regulations may change, so please confirm the precise requirements with your local Chinese Embassy or travel agent and APPLY EARLY, normally you should start preparing visa one month before the show dates.
# Organiser’s Standard Packaged Stand Information

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E1</strong></td>
<td>Shell Scheme Specifications</td>
</tr>
<tr>
<td><strong>E2</strong></td>
<td>Enhanced Shell Scheme Specifications</td>
</tr>
<tr>
<td><strong>E3</strong></td>
<td>Deluxe Scheme Specifications</td>
</tr>
<tr>
<td><strong>E4</strong></td>
<td>Deluxe Scheme Specifications</td>
</tr>
</tbody>
</table>
The following items are included in a 9sqm shell stand:

1. Partition Panels
2. Needle Punch Carpet -grey
3. Fascia with Co. Name (English & Chinese) and Stand No.
4. 100W Spotlight x 4 nos.
5. 5A/220V Socket (Square Pin) x 1 no.
6. Reception Counter x1 no
7. Black Leather Chair x 3 nos.
8. Round Table x 1 no
9. Dustbin x 1 no
10. Stand Cleaning

11.* 2 display furniture items out of 3 options: 2 flat shelves / 1 coat hanger /1 pegboard

Choose 2 items from total 3 options and each item cannot be chosen repeatedly by filling Form H1 and submit in the online Exhibitor Service Centre. For the installation location, please check the picture.

2 Flat shelves and 1 pegboard will be installed as default at the location shown on the picture, if Form H1 has not been submitted before the deadline of 10 June 2019.

Please submit your Fascia Name (Chinese & English) to be shown at your booth by filling Form 2 in the online Exhibitor Service Centre before June 28, 2019. The company name which is signed in the participating agreement will be used for fascia board as default if the form is not returned before the deadline. And the English version will be translated as default also.
E2 ENHANCED SHELL SCHEME SPECIFICATIONS

Design drawing for Enhanced Shell Scheme stand (not to scale)
(Number of panels depends on dimensions of stand, 1m per panel)

The following items are included in a 9sqm shell stand:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>7.</td>
<td>2.</td>
<td>8.</td>
</tr>
<tr>
<td>1.</td>
<td>Partition Panels</td>
<td>5A/220V Socket (Square Pin) x 1 no.</td>
<td>Needle Punch Carpet -grey</td>
</tr>
<tr>
<td>2.</td>
<td>Big fascia with Co. Logo</td>
<td>Flat pillar with company name printed</td>
<td>Black Leather Chair x 3 nos.</td>
</tr>
<tr>
<td>3.</td>
<td>Small fascia with Co. Name (English &amp; Chinese) &amp; Stand No.</td>
<td>100W Spotlight x 4 nos.</td>
<td>Dustbin x 1 no</td>
</tr>
<tr>
<td>4.</td>
<td>Stand Cleaning</td>
<td>2 display furniture items out of 3 options: 2 flat shelves / 1 coat hanger / 1 pegboard</td>
<td></td>
</tr>
</tbody>
</table>

* Choose 2 items from total 3 options and each item cannot be chosen repeatedly by filling Form H1 and submit in the online Exhibitor Service Centre. And also please upload your company logo of vector format (ai or eps or cdr), whose quality shall be no less than 300 dpi.

If you have specific requests for the location of installation, please make simple layout and height elevation and send them to the official contractor.

2 Flat shelves and 1 pegboard will be installed as default at the location shown on the picture, if Form H1 is not submitted before the **deadline of 10 June, 2019**

Please submit your Fascia Name (Chinese & English) to be shown at your booth by filling Form 3 in the online Exhibitor Service Centre before June 28, 2019. The company name which is signed in the participating agreement will be used for fascia board as default if the form is not returned before the deadline. And the English version will be translated as default also.
The following items are included in a 9sqm shell stand:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Partition Panels</td>
<td>7</td>
</tr>
<tr>
<td>2</td>
<td>Needle Punch Carpet -grey</td>
<td>8</td>
</tr>
<tr>
<td>3</td>
<td>Curve lighting pillar with company name printed</td>
<td>9</td>
</tr>
<tr>
<td>4</td>
<td>Big fascia with Co. Logo</td>
<td>10</td>
</tr>
<tr>
<td>5</td>
<td>Small fascia with Co. Name (English &amp; Chinese) &amp; Stand No.</td>
<td>11</td>
</tr>
<tr>
<td>6</td>
<td>100W Spotlight x 4 nos.</td>
<td>12</td>
</tr>
<tr>
<td>13</td>
<td>2 display furniture items out of 3 options: 2 flat shelves / 1 coat hanger /1 pegboard</td>
<td></td>
</tr>
</tbody>
</table>

Choose 2 items from total 3 options and each item cannot be chosen repeatedly by filling Form H1 and submit in the online Exhibitor Service Centre. And also please upload your company logo of vector format (ai or eps or cdr), whose quality shall be no less than 300 dpi.

If you have specific requests for the location of installation, please make simple layout and height elevation and send them to the official contractor.

2 Flat shelves and 1 pegboard will be installed as default at the location shown on the picture, if Form H1 is not submitted before the deadline of 28 June 2019.

Please submit your Fascia Name (Chinese & English) to be shown at your booth by filling Form 4 in the online Exhibitor Service Centre before June 28, 2019. The company name which is signed in the participating agreement will be used for fascia board as default if the form is not returned before the deadline. And the English version will be translated as default also.
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td>Contractor Insurance</td>
</tr>
<tr>
<td>F2</td>
<td>Damage &amp; Performance Deposit</td>
</tr>
<tr>
<td>F3</td>
<td>Contractor Passes and Contractor Vehicle Pass</td>
</tr>
<tr>
<td>F4</td>
<td>Double Deck Stands</td>
</tr>
<tr>
<td>F5</td>
<td>Electrical Installations</td>
</tr>
<tr>
<td>F6</td>
<td>Gangways</td>
</tr>
<tr>
<td>F7</td>
<td>Move-out Instructions</td>
</tr>
<tr>
<td>F8</td>
<td>Nailing / Drilling / Painting</td>
</tr>
<tr>
<td>F9</td>
<td>Personal Protective Equipment (PPE)</td>
</tr>
<tr>
<td>F10</td>
<td>Raw Space Exhibitors</td>
</tr>
<tr>
<td>F11</td>
<td>Rear Surfaces of Stands</td>
</tr>
<tr>
<td>F12</td>
<td>Stand Building Height</td>
</tr>
<tr>
<td>F13</td>
<td>Stand Construction / Signage / Advertising</td>
</tr>
<tr>
<td>F14</td>
<td>Stand Design Drawings</td>
</tr>
<tr>
<td>F15</td>
<td>Storage</td>
</tr>
<tr>
<td>F16</td>
<td>Guidelines for Health, Safety &amp; Security Onsite Working Practice</td>
</tr>
</tbody>
</table>
When an exhibitor appoints a non-official standfitting contractor to build their stand or an exhibitor builds their stand by themselves (if an exhibitor is building their own stand, he is considered as a non-official standfitting contractor during the move-in/out period), both the exhibitor and non-official standfitting contractor must fully understand the following information and regulations. Exhibitors and all the contractors are expected to comply with any building regulations laid down by the Organiser.

**F1 CONTRACTOR INSURANCE**

1. All non-official contractors **must have** valid insurance cover for **minimum RMB 5 million** against public liability for the entire move-in/out and show period.

Non-official Contractors are required to present the certificate to the Organisers or the Official **Insurance Supplier** prior to move-in. The Organisers reserve the right to refuse access to the venue should the contractors fail to do so.

The liability insurance policy should cover the following parts:

- Loss of buildings in the exhibition venue, fixed equipment, the ground and the foundation in the exhibition area. Aggregate compensation limit shall be no less than RMB1,000,000;
- Onsite employees’ casualty or body injuries compensation, including but not limited to pension and medical expenses. Aggregate compensation limit shall be no less than RMB2,000,000; and the maximum compensation per person shall be no less than RMB400,000;
- Casualty or body injury to a third party onsite, resulting in pensions, medical expenses and other related expenses. Aggregate compensation limit shall be no less than RMB2,000,000 and the maximum compensation per person shall be no less than RMB500,000;

The premium of each policy is RMB500.

**Orix Insurance Agency Co., Ltd** is the officially appointed insurance broker and PICC is the insurer. Pls. log in the website [http://ubm.shpicc.cn](http://ubm.shpicc.cn) to apply the insurance before **June 9, 2019** to ensure the contractor can complete the related procedure before move-in.

Should you have any questions on insurance related, pls. contact Ms. Yolanda Duan or Ms. Nancy Lin for enquiry. The contact details are as below.

Ms. Yolanda Duan  
M: 13021092086  
E: yolanda.duan@orixinsurance.com  
Ms. Nancy Lin  
M: 13795447441  
E: nancy.lin@orixinsurance.com

The official contractor, Milton Exhibits, will not issue “Contractor Badge Claim Note” until the exhibitor / its contractor finishes purchasing the above insurance (when the exhibitor / its contractor receives the insurance proof from Orix Insurance). Please apply online before June 9, 2019.

**F2 DAMAGE / PERFORMANCE DEPOSIT**

All non-official standfitting contractors must lodge a refundable damage & performance deposit with the Official Contractor against damages, rubbish disposal and breaches of guideline on safe working practices and stand building. For every non-official contractor, access to the site will not be permitted until this deposit has been paid. The deposit will be refunded one month after the exhibition concludes, if no damages or breaches found.

Below guidelines should be complied with by all exhibitors and their appointed contractors. Infringement will trigger a deduction from the Contractors Damage/ Performance Deposit without prior notice.

<table>
<thead>
<tr>
<th>Rules</th>
<th>Deduct of Deposit (%) / Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Contractor does not comply with the move-in or move-out schedule set by the Organiser.</td>
<td>100%</td>
</tr>
<tr>
<td>2. Paint spraying, welding, using electrical saws inside the venue</td>
<td>50%</td>
</tr>
<tr>
<td>3. Change of stand contractor details after deadline date.</td>
<td>3,000/ each change</td>
</tr>
<tr>
<td>4. Storage of construction materials, tools, empty boxes and/or other materials in non-designated areas or outside the venue.</td>
<td>50%</td>
</tr>
<tr>
<td>5. Did not submit booth design according to the stipulated procedure.</td>
<td>30%</td>
</tr>
<tr>
<td>6. Items found outside the respective stand areas, after the move-in/out period, will be disposed of without prior notice and also trigger a deduction.</td>
<td>50%</td>
</tr>
</tbody>
</table>
7. Stand construction exceeds the maximum height limit. The Organiser has the right to authorise dismantling or rebuilding of any stand which does not meet our regulations. 100%
8. Any main construction being built onsite deviates from the drawings submitted and approved previously. 100%
9. Any unsafe or hazardous structure built onsite. 100%
10. Employing unqualified/illegal personnel. 50%
11. Stand power not switched off after show closes every day. 300/ each
12. Stand construction exceeds the assigned boundaries, including but not limited to plasma TV, lighting, 3-D lettering, graphics, free standing banners, etc. 3,000/ each
13. Any main construction being built onsite deviates from the drawings submitted and approved previously. 100%
14. All viewable stand partitions/walls (i.e. the common side-walls bordering neighbouring stands above 2.5m) must be well finished in white panels by the end of the last move-in day (the opinion of the Organiser is final in this regard). Strictly no covering by fabric/cloth is allowed. 100%
15. Debris, packing materials and stand materials not handled/disposed of properly and promptly (i.e. placed outside stand area or in other stand area, gangways, loading bays or blocking the gangways/fire exits) during move-in/out period. 100%
16. Stand construction or dismantling in an improper or unsafe manner. (e.g. pushing over high sections of stands, smashing of glass panels, etc.) Forbid to take part in the exhibition again.
17. Safety Vests and Personal Protective Equipment (PPE) should be worn as required for the task (i.e safety harness if working at height; helmets if danger of tools etc being dropped from above). Helmets do not provide enough protection in a fall. 1,500/ each
18. Platforms must be used for work above 2m. Any ladders over 2m are not allowed on-site. 1,500/ each
19. Hiring not qualified worker, illegal foreign workers to work onsite. Forbid to take part in the exhibition again. 100%
20. Smoking inside halls. 200/ each
21. Any illegal electrical wiring connections or inadequate connections etc will be made safe and charged as per the Exhibitor Manual price (with on-site surcharge) plus Administration Fee. Actual cost by the official contractor with RMB1000 admin. charge each.
22. Contractor not wearing valid working pass. 300/ each
23. Failing to submit Contractor insurance policy/risk assessment/payment of contractor deposit before deadline. 10,000/ each
24. Transfer of contractor badges to other than the appointed contractor’s staff. 200/ each
25. Screwing, drilling, painting or nailing on the panels of standard shell stand. 2,000/ each
26. Any alteration or removal of ready/ shell stand fascia boards must be done by the Official Contractor who will reinstall at a charge. If the fascia is damaged or lost, a reproduction cost will be incurred. 200/ each
27. Damage to the venue or Official Stand Contractor’s facilities (walls, doors, carpets, marble floor, hall floors etc.). Actual cost invoiced by venue/ Official Stand Contractor
28. Any additional charges incurred due to over-time move-in and move-out. Actual cost invoiced by venue/
29. Do not deal with hazardous waste appropriately. Hazardous waste bin is located at Gate 14 of Hall 4.1, that is only used for Ink, paint bucket and battery. 100%

F3 CONTRACTOR BADGES & VEHICLE PASSES

Contractor Badges – only for Raw Space exhibitor’s appointed contractor and to be issued only after the following formalities are completed by the contractor:

- Submission of completed Form 11 in the online Exhibitor Service Centre before June 10, 2019
- EAC (exhibitor appointed contractor) submit all necessary safety documents to the Official Standfitting Contractor before deadline, for details, please check in Form 11 in the online Exhibitor Service Centre
- EACs pay all relevant fees (performance deposit, hall management fee, additional orders) to the Official Standfitting Contractor before the deadlines
- EACs submit construction design drawings (to the official contractor) before the deadline and get approval

Real Name Authentication by the venue’s management 15 days before move-in, refer to the below link for The official contractor will grant EAC a “Contractor Badge Claim Note” once all the above are completed. And your appointed contractor will be able to get the entry badges by presenting this note and making payment for badge production fee on arrival at the “Badge & Pass Centre” of the venue before move-in.

* “Badge & Pass Centre” is located beside North Hall of the venue, NECC. For more details, please consult at +86 21-67008487

**Vehicle Passes**

All vehicles need to get a “Vehicle Pass” before entry to NECC compound. By presenting the above “Contractor Badge Claim Note” at the “Badge & Pass Centre”, you will get the Vehicle Pass.

*For Shell Scheme exhibitors who will have furniture & plants brought to the stands, please get a Furniture/Plant Registration Form from the official contractor’s onsite service counter (located in the North registration lobby), and then present it to the “Badge & Pass Centre” for a Vehicle Pass.*

*For vehicles brought in for display on a stand, please refer to Form H12 and submit for approval before the deadline stipulated on the form.*

Please remind your contractors to obtain the Vehicle Pass during below time before the trucks’ entry to the exhibition compound.

<table>
<thead>
<tr>
<th>Description</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move-in</td>
<td></td>
</tr>
<tr>
<td>Vehicles Pass Distribution - Contractors</td>
<td>July 22-23 : 0830-1900 (Special Design)</td>
</tr>
<tr>
<td></td>
<td>July 23: 0830-1900</td>
</tr>
<tr>
<td>Vehicle Entry - Contractors</td>
<td>July 22-23 : 0900-1930 (Special Design)</td>
</tr>
<tr>
<td></td>
<td>July 23: 0900-1930</td>
</tr>
<tr>
<td>Vehicle Pass Distribution - Exhibitors</td>
<td>July 23: 1230-1900</td>
</tr>
<tr>
<td>Vehicle Entry - Exhibitors</td>
<td>July 23: 1300-1900</td>
</tr>
<tr>
<td>Move-out</td>
<td></td>
</tr>
<tr>
<td>Vehicles Pass Distribution - Contractors</td>
<td>July 26: 1630-2100</td>
</tr>
<tr>
<td>Vehicle Entry - Contractors</td>
<td>July 26: 1700-2130</td>
</tr>
<tr>
<td>Vehicle Pass Distribution - Exhibitors</td>
<td>July 26: 1430-1530</td>
</tr>
<tr>
<td>Vehicle Entry - Exhibitors</td>
<td>July 26: 1530-1630</td>
</tr>
</tbody>
</table>

**Relevant Fees**

<table>
<thead>
<tr>
<th>Description</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge Production Fee</td>
<td>RMB 30/ per(move-in &amp; out)</td>
</tr>
<tr>
<td></td>
<td>RMB 50/per exhibition)</td>
</tr>
<tr>
<td>For contractor badges valid during exhibition, please apply to the official contractor.</td>
<td></td>
</tr>
<tr>
<td>Hall Management Fee</td>
<td>RMB 25/sqm</td>
</tr>
<tr>
<td>Damage Deposit:</td>
<td></td>
</tr>
<tr>
<td>18sqm-36sqm</td>
<td>5000.00</td>
</tr>
<tr>
<td>37sqm-91sqm</td>
<td>10000.00</td>
</tr>
<tr>
<td>92sqm-200sqm</td>
<td>20000.00</td>
</tr>
<tr>
<td>201sqm and more</td>
<td>50000.00</td>
</tr>
</tbody>
</table>
Vehicle Pass

| deposit: RMB 300/per truck | RMB 50/per 90 minutes/truck | Over time: RMB100/30 minutes/truck |

F4 DOUBLE DECK STAND

Double deck stands, regardless of whether people will occupy the upper area or not, are not allowed in the exhibition.

F5 ELECTRICAL INSTALLATIONS

1. For safety reasons, water hook-ups and ALL electrical installation work MUST be submitted and applied to the Official Standfitting Contractor.
2. For safety reasons, all connection works from the hall’s main supply of electricity must be carried out jointly by the exhibition venue’s electricians and official standfitting contractor. The hook-up from the power outlet inside the stand to the exhibiting machine should be carried out by the exhibitor’s or the appointed standfitting contractor’s technician with proper and safe wiring in order to avoid accident to any visitors on your stand.
3. General lighting is provided inside the exhibition hall and 13A/220V socket is supplied in the Shell Scheme stands. If additional electricity or lighting is required at your booth, please contact the Official Contractor to order accordingly and attach a layout indicating the locations for the power/water/air-compressor you request, so the proper installation will be carried out accordingly. Please note, sockets provided in the Organiser’s Standard Packaged stands are only for household electrical appliances, and strictly prohibited being connected with any lightings or machines.
4. Power supply is terminated 10 minutes after the show closed 24-36 July, and at 16:00 on the show closing-day. Should you require 24hrs power supply during the show days or extended supply on the last day, please submit your order to the official standfitting contractor in. Please note 24hrs power supply is not appropriate to be used as UPS.
5. Temporary power supply is available during the move-in and move-out periods, please submit your order to the official standfitting contractor.
6. Power supply for lightings must be separated from power supply for machines or equipment.
7. All electricians or technicians must bear proper certificate endorsed by the local authority, obey all the relevant rules and regulations and fully support the inspection by the official standfitting contractor and exhibition venue staff.
8. All the lightings and other materials/structures used in the stand construction should bear valid safety certificates issued by the relevant authority. Electrical circuits must be properly insulated, and insulation strength must be in accordance with the local authority’s regulations. The cross-section of any lighting cables must NOT be less than 1mm². There must be no exposure of live cables or live surfaces.

Notes:
1. The total electricity current consumption must NOT be over your ordered power supply.
2. Flood-light, neon-light and prohibited. All power connections and electrical equipment/appliances must be used properly to ensure safe operation. Should there be any dangerous operation or works found, the Organisers will enforce suspension of such operation or works.
3. No extension cords or multi-plugs are allowed.
4. If your ordered power supply is not enough for your actual electricity consumption, and caused power cut and other consequential damage to other exhibitors’ equipment, the Organiser wil cut the power supply to your stand immediately. You will be liable for all the damage caused.
5. Authority from the venue will inspect all the electricity connection on the afternoon 19th July, power supply will be turned on at 14:00 on 19th July, if your stand has passed the inspection.

F6 GANGWAYS

During the process of installation, construction and removal of stands, the gangways must not be used at any time for the storage of plants, materials or debris of any kind. The Organisers may at their discretion order the removal of such objects and the exhibitors/contractors will be liable for the cost of removal.

F7 MOVE-OUT INSTRUCTIONS

Neither exhibitors nor appointed contractors are permitted to dismantle any part of their stand structure before
**F8 NAILING / DRILLING / PAINTING**

No nailing, drilling, painting or fixtures of any kind are allowed on the partitions, floor, ceiling or any hall structure. Exhibitors will be liable for any damage to their stands, fixtures & fittings and the exhibition venue.

**F9 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Correct footwear protecting against nails, debris and etc are required for exhibitors/contractors working in the exhibition centre during build-up and dismantling.

Reflective safety vests are mandatory for all personnel including exhibitors during stand construction period.

Safety helmets are required for working at height. Contractors are required to have any other PPE which are needed for their work, such as gloves, goggles, masks, earplugs.

*Please refer to UBM Guide on Health & Safety Section for full details. (Click Here)*

**F10 SPECIAL DESIGN (RAW SPACE) EXHIBITORS**

Exhibitors with Raw Space are responsible for appointing their own contractors for stand design and construction. It is the raw space exhibitor’s responsibility to carpet and furnish their contracted space. All carpets and floor coverings can be affixed with double-sided tape. The use of paint or glue on the floor of the exhibition hall is strictly forbidden. Should any damage occur, it is the exhibitors/appointed contractor’s responsibility to cover the costs involved.

The order forms for electricity are included in this Manual. All exhibitors with raw space must complete and submit Form H11 (Stand Contractor Registration) in the online Exhibitor Service Centre by the deadline of June 10, 2019. Please also note the insurance requirements listed in this section.

The exhibitor (or their appointed outside standfitting contractor) is also responsible for the dismantling of the stand at the end of the show and removing all material used. Failure to do so will result in the automatic forfeit of the total deposit. In addition, the contractor involved will not be permitted to work in future UBM events.

Where a “Raw Space” stand is located adjacent to a Shell Scheme stand, the wall of the Shell Scheme stand is considered rented by that exhibitor and may not be used by the “Raw Space” stand.

**F11 REAR SURFACES OF STANDS**

Contractors must have any exposed stand surfaces neatly finished unless the surface is facing the actual wall of the exhibition centre. The organisers reserve the right to order modification of any exposed surface and the contractor shall be responsible for the cost. Exhibitors/contractors are not allowed to put advertising, logos, signs etc on any rear surface of their stand when this face is neighbouring or adjacent to other exhibitor’s stand. Strictly NO cloth- covering on any exposed stand surfaces.

**F12 STAND BUILDING HEIGHT**

Standard height of shell scheme is 2.5m

Special Design (Raw Space) stands may be built to maximum 4m.

**F13 STAND CONSTRUCTION / SIGNAGE / ADVERTISING**
All exhibits, materials and fittings used or displayed in the stand must be properly fire-proofed (lycra fabric is not permitted) and be in accordance with all applicable fire prevention and building regulations. All drapes, curtains, coverings, skirts, carpet or any materials used in the construction and decoration of exhibition stands shall be flame retardant and be subject to inspection by the local authority. The Licensee shall be presented if requested by the authority, such as the relevant certificates of the fire test, flame test, fume test, etc. or the certificates of origin of the above material.

No part of any stand/exhibit/advertising, including fascia, signs, lighting, corner posts, etc. shall protrude into or over the gangway or obscure any fire or exit signs and the Organisers reserve the right to remove any such item(s).

If any part of a stand is built above 2.5m, this must not adversely affect adjacent exhibitors; any decoration including wordings, logos, company name etc. are not allowed on the backside of the overhigh structure.

Inflammable, explosive, radioactive and poisonous articles are not allowed to be stored, used, and displayed in the exhibition halls.

**F14 STAND DESIGN DRAWINGS**

**RAW SPACE**

When Exhibitors sign an Exhibition Space Contract, they agree to abide by all the Rules & Regulations set out in this Manual, and to ensure that their Contractors abide by them in order to avoid any dispute, you must submit the full set of design drawings of your stand to the Official Standfitting Contractor, for review and approval. All design proposals must conform to all statutory requirements and those set out in this Manual and must include the following:

- All certificates related to the electricians and materials to employ or use at your stand, the business license of your appointed standfitting contractor and the authorization letter of its law person.
- Full set of design drawings of Plan view, Elevation views, Perspectives, showing clearly all dimensions, power outlets, walling, graphics and major exhibits. Structural calculations / drawings proving structural stability, weight loadings, etc.
- Your authorization letter confirming your appointment of your chosen standfitting contractor. (Please fill in Form H11 Exhibitor Appointed Contractor (EAC) Registration and submit it in the online Exhibitor Service Centre online.)
- Declaration Letter of Safety and Security with company stamp (Exhibitor appointed contractor shall confirm it on the online system.)

**F15 STORAGE**

For the convenience of exhibitor, the Organiser will set up free Empty Packaging Piling up Point beside Gate #7 of halls 1/7.1. Please pack up your empty paper box, wood crates etc and contact the Official Forwarder, Go-express Logistics Co., Ltd. to send to the relevant piling point.

Moving and stocking empty boxes/crates is not allowed during the show time.

The Organiser remind you once again that according to the fire protection rules, putting empty packages or any flammable stuff at the space behind the booth is strictly forbidden. The Organiser reserves the right to remove any of such hazardous stuff in the aisle.
<table>
<thead>
<tr>
<th>Safe electrical</th>
<th>Trip hazards</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Safe electrical" /></td>
<td><img src="image2" alt="Trip hazards" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vehicle Movement</th>
<th>Fire Safety and waste removal</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image3" alt="Vehicle Movement" /></td>
<td><img src="image4" alt="Fire Safety and waste removal" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Working on ladders</th>
<th>Safe Lifting</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image5" alt="Working on ladders" /></td>
<td><img src="image6" alt="Safe Lifting" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Working at height</th>
<th>Manual handling</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image7" alt="Working at height" /></td>
<td><img src="image8" alt="Manual handling" /></td>
</tr>
<tr>
<td>Personal Protective Equipment</td>
<td>Exposure to harmful materials</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td><img src="image1" alt="Personal Protective Equipment" /></td>
<td><img src="image2" alt="Exposure to harmful materials" /></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>FOOD</th>
<th>Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image3" alt="FOOD" /></td>
<td><img src="image4" alt="Emergency" /></td>
</tr>
</tbody>
</table>

Please refer to the full [UBM Guide on Health and Safety at Exhibitions](#) attached.
Shipping Guidelines

G1  Important Notes
G2  Contact Details
G3  Rules of Transportation
G4  Shipping Manual and Tariff
G5  Entrustment
**G1 IMPORTANT NOTES**

1. All exhibits should be consigned to the below Official Freight Forwarders or their agents. Please **DO NOT** consign shipments to UBM China Ltd., or to NECC.

2. Exhibitors are reminded that in the interests of safety and efficiency, the Official Freight Forwarder is **EXCLUSIVELY** appointed for moving and handling goods with mechanical equipment within the exhibition complex.

   I. Please pay attention to shipping deadlines stipulated by the official Freight Forwarders
   
   II. Pay freight fee and select what service is needed from the official freight forwarder in advance, otherwise your freight might be return.
   
   III. It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition. Exhibitor should contact insurance company immediately should there be any damage or loss to the exhibits.

**G2 Contact Details**

**Official Freight Forwarder for Hall 1, 7.1, 8.1**

Company Name: **Go-Express Co., Ltd**

Address: Suite C-D, 17th Floor Fulong Mansion No. 277 Shiping Road. Shanghai 200081. P.R. China

Phone: +86 21 65757706

Fax: +86 21 65757716

**Domestic Freights:**

Mr. Jinkai Sun  T: 021-65757706-8027  M: 13917067533  E: jack.sun@go-express.com

Mr. Jun Li  T: 021-65757706-8023  M: 13816493117  E: jimmy.li@go-express.com

**Overseas Freights:**

Mr. Jie Wang  T: 021-65757706-8016  M: 15821790527  E: jie.wang@go-express.com

**G3 RULES OF TRANSPORTATION**

1. The case or carton must be strong enough to protect goods against damage / rain during transportation as well as unpacking, and in particular, be suitable for repacking and for sale or return shipment after the exhibition.

2. Mark clearly for special freights, such as “frangibility”, “damp proof”, “face up”, etc. Mark the “core-line” for oversize or overweight bulky cargo.

**Notice:** Due to the limitation of traffic conditions in Shanghai and Exhibition Centre’s operating procedure, exhibitors need to pay attention to their freights. Please contact the Official Freight Forwarder in advance if your freight is larger than 4m(L) *2.2m(W)*2.4m(H), otherwise exhibitor will be responsible for any problem.

**G4 Shipping Manual and Tariff**

**Go-Express for Hall 1, 7.1, 8.1**

Go-Express is nominated as official freight forwarder for exhibition named “CBME CHINA 2019”, who is responsible to handle all exhibits at the above mentioned halls

To ensure smooth handling of exhibits, please consult us with following all points in this guideline when they are shipping to exhibition. Failure to comply with these points is likely to create problems and additional expenses.

**1. Time Schedule  时间要求**

<table>
<thead>
<tr>
<th>Freight/destination to Shanghai Seaport/Airport/</th>
<th>from overseas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents Deadline</td>
<td>........................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exhibits Arrival Deadline</th>
</tr>
</thead>
</table>
For LCL Destination to Shanghai seaport .......................... 4 July 2019
For FCL Destination to Shanghai seaport

For Airfreight Destination to PVG airport（空运） ................... 5 July 2019

Notes:
- There is no any guarantee success in-time delivery services when any arrivals later than above deadlines. In the meantime, Surcharge will apply regardless of delivery date to show site.
- All additional charges incurred due to the late arrivals shall be borne by the exhibitors.

2. **Consignment Instruction**

- **SEAFREIGHT (LCL & FCL)**
  Destination Port: Shanghai seaport

  **Consignee in OBL**
  GO-EXPRESS CO., LTD
  ADD: SUITE C-D, 17th FLOOR FULONG MANSION.
  No.277 SIPING ROAD, SHANGHAI 200081.
  P.R. CHINA
  TEL: 0086-21-65757709
  FAX: 0086-21-65757716

  **Notify Party in OBL**
  GO-EXPRESS CO., LTD
  C/O CBME 2019
  Attn: Jie Wang
  TEL: 0086-21-65757709
  FAX: 0086-21-65757716

- **AIRFREIGHT**
  Destination Port: PVG airport

  **Consignee in Master AWB**
  TAE LOGISTICS CO., LTD
  ADD: ROOM 621, BUILDING 2, ZHIYUAN ROAD
  SHANGHAI, P.R. CHINA
  TEL: 0086-21-51028278
  FAX: 0086-21-53700007

  **Notify Party in Master AWB**
  GO-EXPRESS CO., LTD
  C/O CBME 2019
  Attn: Jie Wang
  TEL: 0086-21-65757709
  FAX: 0086-21-65757716

  **Consignee in House AWB**
  GO-EXPRESS CO., LTD
  C/O CBME 2019
  Attn: Jie Wang
  TEL: 0086-21-65757709
  FAX: 0086-21-65757716

  **Notify Party in House AWB**
  GO-EXPRESS CO., LTD
  C/O CBME 2019
  Attn: Jie Wang
  TEL: 0086-21-65757709
  FAX: 0086-21-65757716

  Both MAWB & HAWB should be issued as following instruction.
  If not, surcharge will be occurred.

  - All cargo must be consigned “Freight Prepaid” to the above consignee, otherwise a 5% outlay commission will be imposed on all “Freight Collect” consignments.
  - In airfreight, Master AWB must be consigned strictly to above mentioned consignee.
  - Additional charges will be incurred against any other consignment issued than above mentioned.
  - All freights must be shipped destination to Shanghai Seaport or PVG airport.

3. **Shipping via Int'l Courier / Express Services**
Exhibitor can use int’l courier / express services to ship some low-value items when direct consigned to Go-Express Co., Ltd. Consignment is per follow instruction,

**Consignee in Int’l Courier / Express AWB**

GO-EXPRESS CO., LTD
ADD: SUITE C-D, 17th FLOOR FULONG MANSION.
No.277 SIPING ROAD, SHANGHAI 200081.
P.R. CHINA
TEL: 0086-21-65757709
FAX: 0086-21-65757716
Attn: Mr. Jie Wang

Arrival Deadlines: at least 10 days in prior to Show date

**Required Documents to Go-Express Co., Ltd**

- One copy of Courier / Express AWB
- One copy of LOE (Form 1)

**Notes:**

- In regular, the services company should be responsible to go through all customs formalities at destination and door delivery services to Go-Express Co., Ltd. But in sometimes, the shipment could most be possibilities to be detained by Chinese Customs due to some uncertain reasons. And they are failure to process customs clearance, as well as door delivery services.

- When courier / express shipment is detained by Chinese Customs, the services company could forward full sets of shipping documents to Go-Express to take over the responsibility in customs clearance, as well as delivery services. Furthermore, some additional expenses incurred due to customs clearance from Go-Express should be borne by exhibitors in separate. Go-Express Co., Ltd do not take any responsibility to secure customs clearance even if we take over this responsibility from Courier /Express company.

4. **Pre-alert & Documents to Go-Express**

Once shipment is booked, please immediately advice GO-Express through email / fax with details of:

- Pre -Alert with booking info
- One original OBL or 1 copy of Express BL or one copy of AWB
- Shipping schedule with ETD and ETA
- Info of booked forwarder

✔ Shipping Documents that is required in necessary

- Appendix is the samples of following documents.
  - Services Order Form
  - Form1 (LOE form)
  - Exhibition invitation or Contractor of attending the exhibition
  - Booth confirmation
  - One declaration of fumigation (IPPC) for wooden packing or non-wood packing material
  - One copy of Insurance Policy (if insured)
  - Label on package for both inbound & outbound
  - Additional OC (Origin of Country) & HC (Health Certificate) are wanted for foodstuffs.

Exhibitor are kindly requested to return above forms to Go-Express without exception and delay. Any absence or late arrival to Go-Express will cause failure in customs clearance.

**Notes on Form 1 (LOE form)**

It is the most important document that be submitted to Chinese customs both in exhibition inbound and outbound movements. Any negligence will be a violation of customs’ regulations.
One sheet of this Form is Only used for one packed box with details of

☐ Accurate description of each item with HS code, including major components

☐ Quantity of each item with actual price in unit & total CIF value

☐ Size and Gross/Net weight of packed box

☐ Catalogs, display samples, gifts and foodstuff must also be specified with exact quantity & value on this form

5. Bonded Exhibit On TIB Clearance
The Chinese Authorities permit exhibits to be imported into China on temporary import basis on approved trade shows. Temporary import is allowed for 3 months from the date of entry and must be re-exported unless duties and taxes are paid in the event of conversion to permanent import. Extension of temporary import is allowed subject to Customs’ approval.

According to Chinese Customs regulations, The Shanghai Customs will collect deposit for exhibition goods before declaration. Go Express will pay this deposit on behalf meanwhile we need collect 1% of the CIF value of shipment per month as the bonded fee

ATA Carnet is also accepted when temporary import in China, but should be issued for “Exhibition Purpose” ONLY.

GO-Express will go through customs formalities for exhibitors. But in some occasions, the presence of exhibitors will be required. As the requires GO-Express will be responsible for the control of all exhibits, exhibitors should not allow their exhibits to be taken away from the show ground without prior agreement with customs through Go-Express, otherwise exhibitors will get severe punishment by Chinese customs. Besides, for those goods which will be consumed or abandoned in the exhibition, exhibitors have to pay certain tax after measuring the actual amount by Chinese customs.

6. Advertising Materials & Consumable Goods
✔ Exhibitors are allowed to ship some advertising materials (only as brochures) for distribution purpose. But in sometimes, they are subject to import duties as assessed by Chinese Customs which must be payable on entry.

✔ All promotional materials must not indicate or deem to indicate that Tibet or Taiwan is a Country. For example, “ROC” is forbidden used in all printed materials or on any visible items.

✔ Any Films/Slides/Video tapes/ CDs, VCDs, DVDs to China for exhibition MUST have separated granted from Chinese Authorities. When you want to ship these items to China, please confirm with Go-Express. Without any double confirmation from Go-Express, these items would be detained by Chinese Customs after they arrive at Shanghai.

✔ Consumable exhibits, as well as cosmetics, alcoholic drinks, cigarettes, and all other foodstuffs to exhibitions are treated as dutiable goods either in China. The exhibitor should pay Import Duties.

7. Hand-Carried Exhibits
We do not recommend you hand carry exhibits into China. However, if you cannot avoid using this method and your samples are detained by customs, please inform GO-EXPRESS as soon as possible, and we will arrange the clearance of your goods.

Exhibitors with hand-carried exhibits must be made aware that it usually takes three or five working-days to complete the whole Customs formalities and pick-up procedures, and it may incur surcharge. Exhibitors should help to provide Participation Letter, Description of Exhibits and Detention Receipt, and detained exhibits must be picked up by exhibitor themselves carrying with their passport.

Exhibitors should be noted that some of the detained hand-carried exhibits would be levied by Customs according to Regulations of the People’s Republic of China on Import and Export Duties.

8. Heavy and Oversize Exhibits
When one packed box is beyond 3000kgs, or size of box is substantial large, e.g. Volume is over 10 CBM, exhibitors should consult Go-Express in advance with a drawn-to-scale layout to facilitate conversion process in transport and positioning of their exhibit. Case number and front side of the box must be clearly shown on the layout as well as on the box.

Exhibitors are kindly requested to be on site as early as possible when operation of unpacking and positioning their heavy exhibits. If a mobile crane is required in operation, exhibitors should inform GO-Express in advance with detailed layout to secure smoothly on-site operations.

10. Dangerous Exhibits

Any goods which is in line with UN Convention on Dangerous Goods, must be filled out in a special Declaration Form. And the completed forms should reach to us before shipment is dispatched. There will be special treated and handling charge for such goods.

11. Packing of Exhibits

✓ Case Marking

For easy identification of exhibits, all packages must be marked as follows:

<table>
<thead>
<tr>
<th>CBME CHINA2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>C/O GO-EXPRESS CO., LTD</td>
</tr>
<tr>
<td>Name of Exhibitor : _____________________</td>
</tr>
<tr>
<td>Stand Number : _____________________</td>
</tr>
<tr>
<td>Case Number : _____________________</td>
</tr>
<tr>
<td>Gross /Net Weight (KG) : _____________________</td>
</tr>
<tr>
<td>Dimensions (CM) : _____________________</td>
</tr>
</tbody>
</table>

** Please also mark : "Front " or "back"&"center of gravity" on heavy packages as well. **

✓ Fumigation Rulers on WPM

ALL CARGOS WITH WOOD PACKING MATERIAL (WPM) to China (such as wood block cases, lath cases, wood pallets, wood frames, wood drums, wood axes, chocks, stow-wood, crossties and so on), are forced to be fumigated in the country of origin before sending them to China.

To ensure the WPM is properly treated either by Heat Treatment (HT) or Methyl Bromide (MB), following information MUST be marked or stamped on the outside packing as the below sample:

IG MATERIALS WITHOUT ACCEPTABLE STAMP OR NOT IN COMPLIANCE WITH THE ABOVE REQUIREMENTS MUST BE DESTROYED THAT ARE REQUIRED BY CIQ.

For cargo with non-wood packing materials, the cargo owner must provide the non-wood packing declaration, which is printed out by company letter-head, signed with authorized signature and endorsed with company chop. The original declaration letter must be attached to the original Master Airway Bill or courier to our local office in China for Customs clearance purpose.

✓ Proper Packing

Exhibitors will be responsible for the consequences of improper packing. As the exhibits are repeatedly loaded and unloaded during transportation, shocking/bumping will sometimes be inevitable. Moreover, exhibits will be placed outdoors many times, including open-air storage at the exhibition centre before and after the exhibition. Therefore, exhibitors must take necessary precautions against damage and rain, since we cannot assume any responsibility for the damage, especially when the return exhibits are to be packed with used-packing materials (the case as well as aluminium foil, plastic covers, etc., very often would have been damaged already during unpacking). The case or carton
must be strong enough to be protected against damage / rain during transportation as well as unpacking, and in particular, be suitable for repacking and for sale or return movement after the exhibition.

✓ **Vacuum Packing Services at Exhibition Ground**
We have additional Vacuum Packing Services at exhibition ground. Exhibitor can place the order to Go-Express at least 2 days before required service date.

**12. Exhibits Insurance**

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, till the return of the exhibits to domicile/ exhibits sold locally, including the period the exhibits are handled by Go-Express. Tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits which means the cost of insurance cover is not included in our charges. Exhibitors should also bring a copy of the insurance policy to Shanghai. It will be required in case exhibitors need to file a claim for damage or loss in China.

Go-Express can offer the exhibitor insurance coverage at competitive premiums upon receiving request.

**13. Move-in & Move Out**

Exhibits will be transferred to the exhibition venue during the move-in days. Representatives of Go-Express will be available to help the exhibitors with the move-in logistics including unpacking and storage of empties as applicable. However, a responsible representative of exhibitors must be available on-site during the move-in period for supervision. In sometimes, however, Customs & CIQ officers may inspect the case at the ports or fair site without your presence.

Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment.

Prior to the move-out days, exhibitors are required to advise Go-Express what the final disposal of exhibits in following information is:

- Sold or Given Away
- To be returned
- Pending or bonded store
- Abandoned or Consumed

In the event of non-compliance of return instructions, all goods left at the exhibition venue shall be subject to disposal by the Chinese Customs and all charges relating to the disposal including duties and taxes if any, shall be borne by the exhibitor.

Exhibitors must pay special attention to the following Customs' regulations:
- Items other than those declared exhibits (e.g. personal effects, souvenir bought in China) are absolutely not allowed to be returned together with exhibits
- Violations of these regulations will result in confiscation and heavy fines imposed by the Chinese Customs.

**14. Returning of Exhibits**

The re-export formality will require about 2 weeks prior to the re-export shipment out of China. If the exhibitor needs the goods to be re-exported urgently, please advise representatives of Go-Express on-site of your request as applicable and double confirmed with us.

All the returning exhibits MUST BE booked at Go-Express and in terms of “Freight Prepaid” ONLY.

**15. Payment**

<table>
<thead>
<tr>
<th>Inward</th>
<th>Outward</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon uplift of goods, prior to delivery to stand.</td>
<td>Upon presentation of invoice/prior to delivery to premises.</td>
</tr>
</tbody>
</table>
All payments must be made to Go-Express without any deduction or deferment on account of any claim, counterclaim or offset.

Please secure payment to following Bank’s Info 我司银行账号:

Currency : US Dollar  
Company : GO-EXPRESS (HK) CO.,LTD.  
Add. : Rm.2106,Win Plaza,9 Sheung Hei Street, Sanpokong,Kowloon,Hong Kong.  
Bank : HSBC Hong Kong  
Add. : 1 Queen's Road Central Hong Kong  
Account No. : 808-592745-838  
Swift No. : HSBCHKHHKH  
Bank Code : 004

Currency : RMB  
Company : GO-EXPRESS CO., LTD  
Bank : Bank of Communication Shanghai Branch Hongkou Sub-branch  
Account : 310066030018170057761

16. Terms & Conditions

Go-Express Co., Ltd does not take any responsibility for:

IV. Exhibits which are not allowed by the organizer or Chinese Customs to be sold or displayed at the fairground.

V. Any tax/duty for sold exhibits

VI. Loss of goods whilst on display at the venue

All business is only transacted in accordance with our Standard Trading Conditions. A copy is available upon request.

Use of Go-Express services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledge and acceptance of the foregoing.
I. **Inbound Movement**

I.1 Ex free arrival at Shanghai Terminal / Port up to delivery CBME CHINA 2019 stand

**Services include:**

- Documentation handling;
- Bonded Customs clearance and handling at Shanghai Terminal / Port;
- Customs & CIQ inspection, and Warehousing services prior to show time;
- Transport from Shanghai Terminal / Port to Exhibition Ground, sorting and delivery to exhibition booth;
- Assisting Exhibitor for unpacking and one time on-spot positioning of heavy exhibits (assembling excluded);
- Removing empty cases and packing materials to on-site storage place (outdoor).

**Services Tariff:**

<table>
<thead>
<tr>
<th>Mode</th>
<th>Tariff Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>By Sea Freight</td>
<td>RMB420.00 per CBM</td>
</tr>
<tr>
<td>LCL</td>
<td>Min3 cbm per Consignment per Exhibitor</td>
</tr>
<tr>
<td>FCL</td>
<td>Min 23cbm per 20’GP container</td>
</tr>
<tr>
<td></td>
<td>Min 46cbm per 40’GP/HC container</td>
</tr>
<tr>
<td></td>
<td>Min 50cbm per 40’OT/FR container</td>
</tr>
<tr>
<td>By Air Freight</td>
<td>RMB7.00 per KG</td>
</tr>
<tr>
<td></td>
<td>(Min: 200kgs PER AWB PER EXHIBITOR)</td>
</tr>
<tr>
<td>Shanghai</td>
<td>Terminal Agency fee RMB 445 per consignment per exhibitor</td>
</tr>
<tr>
<td>Terminal</td>
<td>LCL cargo devanning charge, switch of D/O as per actual.</td>
</tr>
<tr>
<td>Agency Fee</td>
<td></td>
</tr>
<tr>
<td>FCL</td>
<td>RMB 1800.00 per 20’, ** weight not exceeding 30T in 1x40’</td>
</tr>
<tr>
<td>AIR</td>
<td>RMB 2.50 per KG</td>
</tr>
<tr>
<td></td>
<td>(MIN 200kgs per AWB)</td>
</tr>
</tbody>
</table>

The charge of the third party exceed tariff is collected as per actual.

I.2 Freight Transfer from Other exhibition / Bonded Warehouse at Shanghai to **CBME CHINA 2019**

**Services Include:**

- Documentation handling;
- Bonded Transfer clearance from other exhibition / Bonded Warehouse
- Customs & CIQ inspection;
- Transport to Exhibition Ground, sorting and delivery to exhibition booth;
- Assisting Exhibitor for unpacking and one time on-spot positioning of heavy exhibits (assembling excluded);
- Removing empty cases and packing materials to on-site storage place (outdoor).

But excludes,

- Exhibits handling at other exhibition / bonded warehouse

**Services Tariff:**

<table>
<thead>
<tr>
<th>Mode</th>
<th>Tariff Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonded</td>
<td>RMB500.00 per Clearance</td>
</tr>
<tr>
<td>Transfer fee</td>
<td></td>
</tr>
<tr>
<td>Transport</td>
<td>RMB8400.00/cbm</td>
</tr>
<tr>
<td>to CBME</td>
<td><strong>CBME CHINA 2019</strong></td>
</tr>
<tr>
<td></td>
<td>(MIN: 3CBM PER CONSIGMENT PER EXHIBITOR)</td>
</tr>
</tbody>
</table>

I.3 Local Sources from free arrival at **CBME CHINA 2019** and delivery to stand

**Services Include:**

- Documentation handling;
- Free arrival at CBMEXGround, sorting and delivery to exhibition booth;
- Assisting Exhibitor for unpacking and one time on-spot positioning of heavy exhibits (assembling
Removing empty cases and packing materials to on-site storage place (outdoor)

**Services Tariff:**
RMB320.00 per CBM  
(MIN: 1CBM PER CONSIGNMENT PER EXHIBITOR)

**I.4 Bonded Fee 1% of CIF value per month (Min RMB160.00)**

According to Chinese Customs regulations, The Shanghai Customs will collect deposit for exhibition goods before declaration. Our company will pay this deposit on behalf meanwhile we need collect 1% of CIF value per month as bonded fee.

**Additional & Option Tariff**

- Basic Services Charges: RMB450 per Consignment per Exhibitor
- Storage charges:
  - Warehouse handling: RMB100/cbm per entry or per out (Min. 3cbm)
  - LCL: RMB3.50/cbm/day (7 days free after arrival)
  - FCL: RMB100/TEU/day (7 days free after arrival)
  - AIR: RMB0.40/kg/day (3 days free after arrival)
  - Bonded warehouse: RMB10.00/cbm/day (without free days)
- Quarantine Inspection fee:
  - LCL / AIR: RMB70 per package (Min RMB 420)
  - FCL: RMB700 per 20’ container  
  RMB900 per 40’ container
- Customs Inspection fee: at Cost if any
- Customs clearance charges: RMB 350 per exhibitor per consignee
- LOE Modification/translation: RMB 50.00/page
- ATA Carnet Endorsement:
  - RMB800 per Carnet ATA by items not exceeding 10
  - RMB10 per items in additional when it is beyond
- Wrong Consignment or House AWB if any: RMB630 per Consignment
- Additional surcharge for FCL which arrives at Yangshan Seaport:
  - RMB900 per 20’
  - RMB1350 per 40’
- Container demurrage at exhibition ground: RMB600/20’/day  
  RMB1200/40’/day
- Container detention fee: At cost from carrier
- FCL Container Grounding – Cranage charge: RMB 700/20’ RMB 1050/40’
- Return/Pick up Empty container:
  - RMB1750 per 20’ container
  - RMB2450 per 40’ container

**II. Outbound Movement - Returning**
Outbound services from exhibition booth up-to Shanghai Air/Sea Port. Services and Tariff will be same as inbound movement

**III. Abandoned Exhibits after exhibition**
- Customs formalities: RMB310.00/exhibitor
- Transportation charges RMB378.00/cbm (Min. 1cbm)  
  from booth to destruction room:  
  - Destroy fee: RMB8.00/kg (min 100kg)

**IV. Sold Exhibits to Bonded warehouse after exhibition**
Re-delivery of the empty cases and packing materials to booth after closing of exhibition, assisting exhibitors in repacking, moving exhibits from exhibition booth
- Customs Clearance: RMB1500.00/per contract or consignment
- CIQ Clearance: RMB1000.00/ per contract or consignment
Duty and tax As per outlay

Services Tariff:
- Handling to bonded warehouse RMB400.00 per CBM
  Min 3cbm per Consignment per Exhibitor
- Storage fee RMB10 per CBM per Day
  (Min: 1 cbm per Exhibitor)
- Bonded warehouse handling RMB100/cbm per entry or per out (Min. 3 cbm)

Remarks:
a) Above rates are quoted for General Cargoes with standard seaworthy packing only, for specialized cargoes, e.g. dangerous, frozen stuff and high valued cargo, 100% additional charges will be levied and accepted subject to availability.
b) For cargoes arrived after deadline, a surcharge amounting to 30% of inbound movement charges and on-site service charges will be levied.
c) Volume / Weight Conversion for Airfreight is: 6 cbm = 1,000kgs
Chares of quarantine treatment of wooden packing material (such as fumigation, disinfections, heat treatment, etc.), and sampling of wooden packing materials by the Quarantine Authority will be accordingly at cost.
d) Vacuum Packing Services at exhibition ground = RMB350 per CBM, or RMB300 per CBM without Packing Materials.
e) Customs formality fee for given-away or consumed exhibits on which duty and tax should be levied during/after the exhibition will be RMB800/bill.
f) For individual package over 3 tons with dimensions 6m (L) x 2.4m (W) x 2.8m (H), the oversize / weight surcharge will be advised upon request.
g) 50% surcharge will be added beyond the official move-in and move-out day. 100% surcharge will be added after 10:00 p.m.
h) According to “Tax Policy Concerning Nationwide Implementation of VAT Pilot Program for Transport and Modern Services Sectors” (referred to Cai Shui [2013] No. 37), jointly issued by the Ministry of Finance (MOF) and the State Administration of Taxation (SAT) of PRC on 24th May 2013, Value Added Tax (VAT) will be expanded national wide for FFW/logistics and other selective modern service industries and the relevant tax policies for initial pilots will be repealed simultaneously. Effective from 1st Aug’2013, all the services provided by GO-EXPRESS CO., LTD will be subject to 6% VAT.

G5 Shipment Entrustment

To confirm your appointment of using the official freight forwarder for handling your goods, please complete and submit Form 9 or Form 10 based on your stands’ hall NO.
Order Forms and Checklist

All below forms shall be fill in and submitted on the Exhibitor Service Centre on-line.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Forms</th>
<th>Submitter</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 June 2019</td>
<td>※H1 Alternative Equipment Confirmation of Shell Scheme for CBME (including Enhanced Shell Scheme and Deluxe Shell Scheme)</td>
<td>Compulsory for Shell Scheme of CBME</td>
<td>Must submit online</td>
</tr>
<tr>
<td>28 June 2019</td>
<td>※H2 Fascia Board of Shell Scheme for CBME</td>
<td>Compulsory for Shell Scheme of CBME</td>
<td>Must submit online</td>
</tr>
<tr>
<td>28 June 2019</td>
<td>※H3 Fascia Board of Enhanced Shell Scheme for CBME</td>
<td>Compulsory for Enhanced Shell Scheme of CBME</td>
<td>Must submit online (upload logo)</td>
</tr>
<tr>
<td>28 June 2019</td>
<td>※H4 Fascia Board of Deluxe Shell Scheme for CBME</td>
<td>Compulsory for Deluxe Shell Scheme of CBME</td>
<td>Must submit online (upload logo)</td>
</tr>
<tr>
<td>10 June 2019</td>
<td>※H5 Alternative Equipment Confirmation of Shell Scheme for CKF</td>
<td>Compulsory for Shell Scheme of CKF</td>
<td>Must submit online</td>
</tr>
<tr>
<td>10 June 2019</td>
<td>※H6 Fascia Board of Shell Scheme for CKF</td>
<td>Compulsory for Shell Scheme of CKF</td>
<td>Must submit online (upload logo)</td>
</tr>
<tr>
<td>10 June 2019</td>
<td>H7 Furniture/AV/Plants/Water Rental for CBME</td>
<td>Optional for Shell Scheme</td>
<td>Submit online</td>
</tr>
<tr>
<td>10 June 2019</td>
<td>H8 Furniture/AV/Plants/Water Rental for CKF</td>
<td>Optional for Shell Scheme</td>
<td>Submit online</td>
</tr>
<tr>
<td>10 July 2019</td>
<td>H9 (Heavy &amp; Large) Exhibits Shipping - Go-Express</td>
<td>Optional for Hall 1, 7.1, 8.1</td>
<td>Submit online</td>
</tr>
<tr>
<td>10 June 2019</td>
<td>#H11 Exhibitor Appointed Contractor (EAC) Registration</td>
<td>Compulsory for Raw Space Stands</td>
<td>Must submit online</td>
</tr>
<tr>
<td>10 June 2019</td>
<td>H12 Display Vehicles Entry Application Form</td>
<td>Optional for Raw Space Stands</td>
<td>Submit online</td>
</tr>
<tr>
<td>10 June 2019</td>
<td>H13 On-Site Event Application no amplification equipment is allowed to use in the exhibition halls, including but not limited to loudspeaker, live band performance etc.</td>
<td>Optional</td>
<td>Submit online</td>
</tr>
<tr>
<td>10 June 2019</td>
<td>H14 Exhibitor Badge Form</td>
<td>Compulsory</td>
<td>Must submit online</td>
</tr>
<tr>
<td>14 June 2019</td>
<td>#H15 Electricity Supply</td>
<td>Compulsory for Raw Space Stands</td>
<td>Must submit on Milton Exhibits’s online system (incl. booth design &amp; payments)</td>
</tr>
<tr>
<td>14 June 2019</td>
<td># Raw Space Stand Application System</td>
<td>Compulsory for Contractors of Raw Space Stands</td>
<td></td>
</tr>
</tbody>
</table>

Form 14 is compulsory to completed and submitted by all exhibitors for Entry Badges. Forms with “※” are compulsory to be completed and submitted by exhibitors with Shell Schemes. Forms with “#” are compulsory to be completed and submitted for exhibitors with Raw Space.
Form H1

Deadline: 10 June 2019  Alternative Equipment Confirmation of Shell Scheme for CBME

All exhibitors of shell scheme are entitled to opt for 2 items out of the 3 options as below:

- □ 1 x Fixed Coat Hanger
  
- □ 2 x Flat Shelf
  
- □ 1 x Pegboard

(1mL)  
(1mL*0.3mW for each)  
(1mL*1.2mW)

- 2 flat shelves and 1 pegboard will be installed as default at the locations shown on the below design, if Form H1 is not filled and submitted online in Exhibitor Centre and equipment layout is not returned before the deadline of June 10.

- For relocation on site, there will be a charge levied at RMB50.00 for each furniture and each time of relocation. Total load-bearing for each item selected is no more than 10kg

- Maximal power supply of socket in shell scheme is 500W, which can be only used for PC, mobile charge, water dispenser etc. Connecting lightings or machines for exhibiting to socket is forbidden. Exhibitors can apply separately by filling and submitting Form H7 online in Exhibitor Centre if additional lighting needed.

(including Enhanced Shell Scheme and Deluxe Shell Scheme)

Thorised by:

Exhibiting Company: Stand No:
Contact: Position:
Tel: Fax:
Email:
Signature:
Date:

Please make a copy for your own file & return to the following:
Milton Exhibits & Engineering (Shanghai) Ltd
Hall 1: Ms Essie Shan
Tel: +86 21 61830685 M: 13816030501
E: essieshan@milton-sh.com
Hall 7.1: Mr. Ian Liu
Tel: +86 21 61830625 M: 13585527972
E: ianliu@milton-sh.com
Hall 8.1: Mr. Tim Wang
Tel: +86 21 61830660 M: 13611725501
E: timwang@milton-sh.com
## Form H2

**Deadline: 28 June 2019**

**Fascia Board of Shell Scheme for CBME**

### Attention please:

1. It is only permitted to use the Chinese and English name of the participating company of CBME 2019. If you want to show the name of a third party, please submit necessary documents to prove the relationship of the third party and participating company and upload the document online. Or please contact your sale representative for checking.

Only company name can be applied and shown for fascia board.

2. Please fill in and submit the form H2 in the on line in Exhibitor Centre before 28 June, 2019. The company name which is signed in the participating agreement will be used for fascia board as default if the form is not returned before the deadline. And the English version will be translated as default also.

(Field(s) with * is/are mandatory field(s).)

<table>
<thead>
<tr>
<th>* Stand Number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>* Company Chinese Name</td>
<td></td>
</tr>
<tr>
<td>* Company English Name</td>
<td></td>
</tr>
</tbody>
</table>

### Authorised by:

Exhibiting Company: Stand No:

<table>
<thead>
<tr>
<th>Contact:</th>
<th>Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

Email: Signature: Date:

### Please make a copy for your own file & return to the following:

Milton Exhibits & Engineering (Shanghai) Ltd
Hall 1: Ms Essie Shan
Tel: +86 21 61830685  M: 13816030501
E: essieshan@milton-sh.com

Hall 7.1: Mr. Ian Liu
Tel: +86 21 61830625  M: 13585527972
E: ianliu@milton-sh.com

Hall 8.1: Mr. Tim Wang
Tel: +86 21 61830660  M: 13611725501
E: timwang@milton-sh.com
Form H3

Deadline: 28 June 2019      Fascia Board of Enhanced Shell Scheme for CBME

Attention please:
1. It is only permitted to use the Chinese and English name of the participating company of CBME 2019. If you want to show the name of a third party, please submit necessary documents to prove the relationship of the third party and participating company and upload the document online. Or please contact your sale representative for checking.

Only company name can be applied and shown for fascia board.

2. Please upload your company logo (300dpi and format of jpg/cdr/tiff). Only 1 logo permitted.

PS: Please fill in and submit the form H3 on line in Exhibitor Centre before 28 June, 2019. The company name which is signed in the participating agreement will be used for fascia board as default if the form is not returned before the deadline. And the English version will be translated as default also.

(Field(s) with * is/are mandatory field(s))

<table>
<thead>
<tr>
<th>* Stand Number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>* Company Chinese Name</td>
<td></td>
</tr>
<tr>
<td>* Company English Name</td>
<td></td>
</tr>
</tbody>
</table>

Authorised by:

Exhibiting Company: Stand No:
Contact: Position:
Tel: Fax:
Email:

Please make a copy for your own file & return to the following:
Milton Exhibits & Engineering (Shanghai) Ltd
Hall 1: Ms Essie Shan
Tel: +86 21 61830685 M: 13816030501
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E: ianliu@milton-sh.com

Hall 8.1: Mr. Tim Wang
Tel: +86 21 61830660 M: 13611725501
E: timwang@milton-sh.com
Attention please:
1. It is only permitted to use the Chinese and English name of the participating company of CBME 2019. If you want to show the name of a third party, please submit necessary documents to prove the relationship of the third party and participating company and upload the document online. Or please contact your sale representative for checking.

Only company name can be applied and shown for fascia board.

2. Please upload your company logo (300dpi and format of jpg/cdr/tiff). Only 1 logo permitted.

PS: Please fill in and submit the form H4 on line in Exhibitor Centre before 28 June, 2019. The company name which is signed in the participating agreement will be used for fascia board as default if the form is not returned before the deadline. And the English version will be translated as default also.

(Field(s) with * is/are mandatory field(s).)

| * Stand Number |          |
| * Company Chinese Name |          |
| * Company English Name |          |

Authorised by:

Exhibiting Company: Stand No:

Contact: Position:

Tel: Fax:

Email:

Signature:

Date:

Please make a copy for your own file & return to the following:
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Tel: +86 21 61830660 M: 13611725501
E: timwang@milton-sh.com
Form H7

Deadline: 10 June 2019

Furniture/AV/Plants/Water Rental for CBME

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Dimensions (mm)</th>
<th>Unit Price(RMB)</th>
<th>QTY</th>
<th>Sub-total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Black leather chair</td>
<td></td>
<td>¥ 130</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>White folding chair</td>
<td></td>
<td>¥ 45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>L shape bar stool</td>
<td></td>
<td>¥ 150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Round bar stool</td>
<td></td>
<td>¥ 130</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>White round table</td>
<td>Dia750mm*750mmH</td>
<td>¥ 120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Reception desk</td>
<td></td>
<td>¥ 130</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Low glass showcase</td>
<td></td>
<td>¥ 300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Lockable cabinet</td>
<td></td>
<td>¥ 150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Tall glass showcase</td>
<td></td>
<td>¥ 650</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Pegboard</td>
<td>1000mmL*1200mmW</td>
<td>¥ 300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Fixed coat hanger</td>
<td></td>
<td>¥ 90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Shelf (Flat)</td>
<td></td>
<td>¥ 40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Shelf (Slope)</td>
<td></td>
<td>¥ 40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Wall panel</td>
<td></td>
<td>¥ 200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Lockable door</td>
<td></td>
<td>¥ 220</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Lockable folding door</td>
<td></td>
<td>¥ 160</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Water dispenser (1 bottle of water)</td>
<td></td>
<td>¥ 280</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Bottle of water</td>
<td></td>
<td>¥ 100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>100W spotlight (ML001)</td>
<td></td>
<td>¥ 90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>100W long arm spotlight (ML002)</td>
<td></td>
<td>¥ 110</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Potted plant</td>
<td></td>
<td>¥ 180</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Plasma screen-42' with DVD</td>
<td></td>
<td>¥ 2,200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Plasma screen-50' with DVD</td>
<td></td>
<td>¥ 2,600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>500W socket</td>
<td></td>
<td>¥ 100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: 
**CONDITIONS OF RENTAL:**

1. All items offered are on rental basis. Exhibitors are liable for any damage or loss incurred.

2. For any items not listed above, please contact the official contractor for quotations.

3. The above items are only available for exhibitors of shell scheme. Exhibitors of raw space shall order and rent equipment from their EACs.

4. The above prices are subject to possible change without prior notice.

5. Mark the location of the above requested items in your design drawing of the stand, otherwise the official contractor will decide at their discretion. Any relocation will cause 50% surcharge onsite.

6. Maximal power supply of socket in shell scheme is 500W, which can be only used for PC, mobile charge, water dispenser etc. Connecting lightings or machines for exhibiting to socket is forbidden. Exhibitors can apply separately by filling and submitting Form H7 online in Exhibitor Centre if additional lighting needed.

7. Exhibitors are asked to fill in and submit the form on the Exhibitor Service Centre on-line **ON OR BEFORE THE DEADLINE: 10 June 2019**

**SURCHARGE IS LEVIED ON:**

**A. LATE ORDERS**

Any order received after **10 June 2019** is subject to a **30%** surcharge.

Any order received after **30 June 2019** is subject to a **50%** surcharge.

**B. ON-SITE ORDERS**

Any order received on-site is subject to a 50% surcharge and availability of stock onsite at the moment.

**C. Revise and Relocation**

For order which has been confirmed and paid, a 30% surcharge will be levied if there are any changes required, and a 50% surcharge will be levied from June 30 onward. Payment will not be refunded if orders canceled 2 weeks before move in.
8. Exhibitors will receive an invoice from the Official Contractor for sales confirmation within 3 working days once order has been placed. If you don’t receive the invoice, please contact the official contractor at once. It is assumed there is no additional request, if no further reply is sent by exhibitor.

9. Orders without invoice or T/T proof will not be accepted. And please indicate your stand no. and exhibitor name clearly in the T/T proof, otherwise the official contractor may fail to match the T/T with the relevant order and cause delay of its installation.

**PAYMENT DETAILS**

Beneficiary's Name: MILTON EXHIBITS AND ENGINEERING(SHANGHAI)LIMITED  
Beneficiary's Account Number: 98491455300000366(USD)  
Beneficiary's Address: Milton Exhibits House, Block16, Shanghai Shineland, No.1188 Huyi Highway, Jiading District, Shanghai 201802 P.R. China  
Beneficiary's Bank Name: Shanghai Pudong Development Bank, Shanghai, Changning Sub-branch  
Beneficiary's Bank Swift Code: SPDBCNSH  
Beneficiary's Bank Address: No.855 Changning Road, Changning District, Shanghai 200050, China

| Authorised by: | Please make a copy for your own file & return to the following: Milton Exhibits & Engineering (Shanghai) Ltd  
Hall 1: Ms Essie Shan  
Tel: +86 21 61830685  
M: 13816030501  
E: essieshan@milton-sh.com  
Hall 7.1: Mr. Ian Liu  
Tel: +86 21 61830625  
M: 13585527972  
E: ianliu@milton-sh.com  
Hall 8.1: Mr. Tim Wang  
Tel: +86 21 61830660  
M: 13611725501  
E: timwang@milton-sh.com |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibiting Company: Stand No:</td>
<td></td>
</tr>
<tr>
<td>Contact:</td>
<td>Position:</td>
</tr>
<tr>
<td>Tel:</td>
<td>Fax:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>
Please contact GO-EXPRESS for the storage address.

For Hall 1, 7.1, 8.1,
Exhibitor: ________________________________
Stand No.: ______________________________

We have participated of the mentioned exhibition and we hereby authorize GO-EXPRESS CO., LTD to handle our exhibits as per the attached “List of Exhibits” to the above exhibition. We hereby certify that our “List of Exhibits” attached is true or correct. We will be fully liable if the customs finds any discrepancy or mistake, any additional costs incurred will be on our account. Meantime, we accept the Standard Trading Conditions of GO-EXPRESS CO., LTD and understand that the charges are compiled on volume or weight basis and insurance coverage is not included. All work undertaken by GO-EXPRESS CO., LTD at our risks.

☐ We will arrange the insurance coverage for the exhibits by ourselves.

For your information, please transport our exhibits to the exhibition site as follows:

☐ from SHANGHAI Seaport.
  Total____________CBM/KGS     Total__________packages

☐ from SHANGHAI Airport.
  Total____________CBM/KGS     Total__________packages

☐ From the entrance of the exhibition site.
  Total____________CBM/KGS     Total__________packages

For exhibition opening, Unpacking and Customs Clearance, Mr./Ms./Mrs._____________ of our company will be on-site on_________________, 2019

We hereby authorize GO-EXPRESS to unpack our exhibits & clear customs on our behalf. Go Express will not be liable for any damage and/or loss of any item of exhibits in each package because of undertaking such procedures.

Signature & Company Chop______________________________

Name and title in Block Letter____________________________

Authorised by:
Exhibiting Company: Stand No: ________________
Contact: Position: ____________________________
Tel: Fax: ____________________________
Email: ____________________________
Signature: ____________________________
Date:

Please make a copy for your own file & return to the following:
Go-Express Co., Ltd
Ctc Person: Jie Wang
Phone: +86 21 65757706
Fax: +86 21 65757716
E-mail: jie.wang@go-express.com.cn
Deadline: 10 June 2019

Exhibitor Appointed Contractor (EAC) Registration

Exhibitors who have booked “Raw Space Booth” may use either the Official Standfitting Contractor or any other contractors as you wish. But this is subject to the approval by the Organiser /Exhibition Center based on the submitted design drawings and other necessary qualification.

1. Exhibitor must make sure the appointed contractor is qualified and capable of the stand construction within the move-in and move-out timeline provided by the Organiser.

2. Exhibitor must ensure a proper construction agreement has been signed with the appointed contractor to guarantee that the contractor will obey all the exhibition’s rules and regulations. Should there be any breach, the Organiser should forfeit the damage & performance deposit (lodged with the Official Contractor) and reserve the right to claim any extra fees caused, if the deposit paid is not enough to make up the loss caused by the conduct of the contractor.

3. Exhibitors must alert the EAC to complete all the formalities before the deadlines stipulated. Exhibitor & their contractors should be aware that for safety reason, all staff/workers on site must wear Contractor Badges, if anyone found without valid badges, the organiser/venue’s security guard has the right to send him out of the hall.

4. Form H11 must be filled in and submitted on the Exhibitor Service Centre online before the deadline of June 10 2019. After receiving the notice sent automatically by the Raw Space Stand Application System run by the Official Contractor, EAC must sign all safety document, finish payment and submit a full set of technical drawings of your stand construction at the Raw Space Stand Application System run by the Official Contractor for approval by 14 June 2019. No construction is allowed to be carried out, if the stand design drawings are not approved in advance.

5. Contractors are request to take out and maintain adequate insurance coverage, section F4 refers.

6. All electrical connections within the undertaken stand boundary must be inspected by the Official Contractor before circuits are activated.

The below form must be jointly completed and returned by the exhibitor and contractor

<table>
<thead>
<tr>
<th>* Company name of Exhibitor Appointed Contractor (full name same as the business license)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Companies must be registered in mainland China is accepted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>* The Unified Social Credit Identifier / Business License Registration Number (full number as the business license)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Same as published by Chinese administration of Industry and Commerce</td>
</tr>
</tbody>
</table>

*Address:

*Person in charge: *Email:

*Mobile: Fax:

On receipt of your Form 11 on the Exhibitor Service Centre, the official contractor will grant the EAC access to their online system at: cbme.milton-exhibits.cn to complete the following mandatory procedures:

- Submission of completed Form H11 on the Exhibitor Service Centre online before June 10, 2019
- EAC (exhibitor appointed contractor) log in through cbme.milton-exhibits.cn for on-line Submission of all necessary safety document (by local contractor/Local sub-vendor of overseas contractor before June 14, 2019
- EAC (exhibitor appointed contractor) log in through
for paying Hall Management Fee before June 14, 2019
- EAC (exhibitor appointed contractor) log in through cbme.milton-exhibits.cn for ordering power boxes and payment before June 14, 2019
- EAC (exhibitor appointed contractor) log in through cbme.milton-exhibits.cn for on-line Submission and approval of the construction design drawings (to the official contractor) before June 14, 2019
- Real Name Authentication by the venue’s management 15 days before move-in, refer to the below link for detail application process and forms: http://cc.neccsh.com/

The official contractor will grant your appointed contractor a “Contractor Badge Claim Note” once all the above are completed. And your appointed contractor will be able to get the entry badges by presenting this note and making payment for badge production fee on arrival at the “Badge & Pass Centre” of the venue before move-in.

"Badge & Pass Centre" is located under South lobby / at North lobby of the venue, NECC. For more details, please consult at +86 21-67008487

Please make a copy for your own file & return to the following:

Milton Exhibits & Engineering (Shanghai) Ltd.

Hall 1: Ms Essie Shan   Tel: +86 21 61830685   M: 13816030501   E: essieshan@milton-sh.com

Hall 7.1: Mr. Ian Liu     Tel: +86 21 61830625   M: 13585527972   E: ianliu@milton-sh.com

Hall 8.1: Mr. Tim Wang  Tel: +86 21 61830660   M: 13611725501   E: timwang@milton-sh.com
Any vehicles for display purpose on your stand, must apply for prior approval by completing and returning the below form to the Organiser before the deadline.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Address</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsible Person</th>
<th>Telephone:</th>
<th>Onsite Safety PICc</th>
<th>Telephone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mobile:</td>
<td></td>
<td>Mobile:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vehicle Plate No.</th>
<th></th>
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<table>
<thead>
<tr>
<th>Vehicle No.</th>
<th>Expected Attendee NO.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Entry Date &amp; Time</th>
<th>(          ) hour on (       ) (DD/MM/YYYY)</th>
</tr>
</thead>
</table>

| Opinion of the Organiser | |
|--------------------------||

As the exhibitors, we will be fully responsible for the safety of displaying the vehicle on our stand, and liable for any loss and damage caused by taking the vehicle to the exhibition.

Remain no more than 5% gasoline in the Vehicle.

Authorised by:  
Exhibiting Company: Stand No:  
Contact: Position:  
Tel: Fax:  
Email:  
Signature: Date:  

Please make a copy for your own file & return this form to the following:  
UBM China (Shanghai)  
Mr. Joe Song  
9F CIROS Plaza, No. 388 West Nanjing Road  
T:+86.21. 61577224  
Email: Joe.song@ubm.com
Form H13

Deadline: 10 June 2019

On-Site Activity Application

- The Organisers reserve the right to suspend any activities that are not approved in advance.

- Exhibitors cannot use any area outside the boundaries of their stand for displays or promotional activities. The Organisers have the right to remove all items from common areas and/or charge for the additional space used. Failure to adhere to this guideline may result in your stand being closed.

- Meanwhile, it’s the exhibitor’s sole responsibility to ensure the safety of any promotional events/activities held at his stand (especially the entertaining performances/lucky-draw/distributing give-away).

- Any event reported disturbing other exhibitors’ participation in the show will be inspected by the Organisers and suspended as necessary. If the volume is over 70db or the entrance of other booth is blocked, the Organiser has the right to require the exhibitor to adjust the accordingly. If any events found violating Chinese law, the Organiser has the right to stop it immediately and reserves the right to have it investigated for legal responsibilities by the authorities.

- If any event found risky or hazardous to any people at the site, the Organiser has the right to stop it after informing the exhibitor. If the exhibitor refuses to cooperate and adjust the event plan, the Organiser has the right to take corrective measures immediately. And the exhibitor shall be responsible for any loss, damage and legal responsibilities caused by this.

No amplification equipment are allowed onsite in the exhibition halls, including but not limited to sound box, loudspeaker, live band performance etc.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Address</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsible Person</th>
<th>Telephone:</th>
<th>Onsite Safety PICc</th>
<th>Telephone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile:</td>
<td></td>
<td>Onsite Safety PICc</td>
<td>Mobile:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Type</th>
<th>New Product Presentation</th>
<th>Press Conference</th>
<th>Seminar</th>
<th>Product Distribution</th>
<th>Interactive experience</th>
</tr>
</thead>
</table>

| Event Area | |
|------------| |

<table>
<thead>
<tr>
<th>Number of Staff to Maintain the Order</th>
<th>Expected Attendee NO.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Event Time</th>
<th>Around ( ) hours From ( ) hour on ( ) (DD/MM/YYYY) To ( ) hour on ( ) (DD/MM/YYYY)</th>
</tr>
</thead>
</table>

| Opinion of the Organiser | |
|--------------------------| |

| Authorised by: | |
|----------------| |

Exhibiting Company: UBM China (Shanghai)
Contact: Mr. Joe Song
Tel: 9F CIROS Plaza, No. 388 West Nanjing Road
Fax: T:+86.21. 61577224
Email: Joe.song@ubm.com

Please make a copy for your own file & return this form to the following:

Company Name: 
Booth No.:
Company Address:
Responsibility Person:
Telephone:
Mobile:
Event Type:
New Product Presentation
Press Conference
Seminar
Product Distribution
Interactive experience
Event Area:
Number of Staff to Maintain the Order:
Expected Attendee NO.:
Event Time:
Around ( ) hours From ( ) hour on ( ) to ( ) hour on ( ) (DD/MM/YYYY)
Opinion of the Organiser:

Authorised by:
Exhibiting Company:
Contact:
Tel:
Fax:
Email:
Signature:
Date:
Each exhibitor can get a certain amount of exhibitor badges. Every 9 sqm can apply for 3 exhibitor badges for free.

If you have models under age of 18 in your onsite promotional activities, please put remarks after the name in the below form.

The Organiser has the right to refuse the application or entry for the people who don’t belong to the participated

| Company Name: |  |
| Brand of Participation: |  |
| Booth Number: |  |
| Contact Person: |  |
| Mobile: |  |

**Description**

<table>
<thead>
<tr>
<th>Nation/Province</th>
<th>Staff Name</th>
<th>Nation/Province</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Authorised by:**

Exhibiting Company: ................. Stand No: ...........
Contact: .................. Position: ..................
Tel: .................. Fax: ..................
Email: ..................
Signature: .......... Date: ..................

Please make a copy for your own file & return this form to the following:

UBM China – CBME TEAM
Email this form to your sale representative

MUST BE RETURNED BY ALL EXHIBITORS
Form H15

Deadline: 15 June 2019

Electricity Supply

Raw Space must order electricity to be connected to the stand by the official contractor through Milton Exhibits online application system, otherwise there will be no electricity provided on the stand at all.

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price ( RMB)</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>15A/380V Power Box for lighting only</td>
<td>1650.00</td>
<td></td>
</tr>
<tr>
<td>30A/380V Power Box for lighting only</td>
<td>2200.00</td>
<td></td>
</tr>
<tr>
<td>60A/380V Power Box for lighting only</td>
<td>3500.00</td>
<td></td>
</tr>
<tr>
<td>100A/380V Power Box for lighting only</td>
<td>5600.00</td>
<td></td>
</tr>
</tbody>
</table>

CONDITIONS OF RENTAL:
1. All items offered are on rental basis. Exhibitors are liable for any damage or loss incurred.
2. For any types of electricity supply other than the above listed, please contact the official contractor for quotations.
3. Exhibitors with very sensitive equipment are advised to bring their own stabiliser to cater for voltage fluctuations. Should there be any power break-out or other damage caused to the other exhibitors, penalty charge of RMB 20,000 will be levied.
4. The above prices are subject to possible change without prior notice. During move-in and dismantling period, temporary power supply in the exhibition hall is available.
5. Mark the location of the above requested connection in your design drawing of the stand, otherwise the official contractor will decide at their discretion. Request of relocation of venue facility such as power box, water supply and compressed air is unacceptable onsite.
6. Exhibitors of raw space stand must decide the appointed stand builder (EAC for shorten) by submitting Form 11 through Exhibitor Service Centre online before June 10, 2019. Within 5 working days after June 10, EAC shall log in the raw space online application system run by the official contractor, Milton Exhibits, to finish safety document submission, management fee and deposit payment, before ordering electricity supply online and finish payment.

7. Above Clause 6 shall be finished before June 15, after when surcharge is levied on:
   A. LATE ORDERS
      Any order received after 14 June 2019 is subject to a 30% surcharge.
      Any order received after 30 June 2019 is subject to a 50% surcharge.
   B. ON-SITE ORDERS
      Any order received on-site is subject to a 50% surcharge and availability of stock onsite at the moment.
   C. Revise and Relocation
      For order which has been confirmed and paid, a 30% surcharge will be levied if there is any changes required, and a 50% surcharge will be levied from June 30 onward.
      A. Please do not fill in Form 11 and send it to Milton Exhibits directly, which will be regarded as invalid order.
8. Overseas exhibitors are suggested to include management fee and power supplier expense in the service amount to EAC so as to avoid the loss of currency and bank service charge.

Authorised by:

Exhibiting Company: ......................... Stand No: ............
Contact: ................................. Position: ...........................
Tel: ................................. Fax: .................................
Email: .........................
Signature: ............................. Date: .............................

Please make a copy for your own file & return to the following:

Milton Exhibits & Engineering (Shanghai) Ltd
Hall 1: Ms Essie Shan
Tel: +86 21 61830685 M: 13816030501
E: essieshan@milton-sh.com
Hall 7.1: Mr. Ian Liu
Tel: +86 21 61830625 M: 13585527972
E: ianliu@milton-sh.com
Hall 8.1: Mr. Tim Wang
Tel: +86 21 61830660 M: 13611725501
E: timwang@milton-sh.com
## Other Information

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I1</td>
<td>Emergency Procedures</td>
</tr>
<tr>
<td>I2</td>
<td>Approach Course for freight vehicles</td>
</tr>
<tr>
<td>I3</td>
<td>Public Transport &amp; Metro</td>
</tr>
<tr>
<td>I4</td>
<td>Compensation for Exhibition Centre</td>
</tr>
</tbody>
</table>
1 Emergency Procedure

Emergency Number

Ambulance: 86-21-112  
Police: 86-21-110  
Fire: 86-21-119  
Use these numbers ONLY when the Emergency Number is busy or is not answered

Emergency Exits

All emergency exits are marked with green signage.

Medical

If you need any medical assistance, please check the floor plan and go to the Hall 4 Medical Service Centre. 
In the case of an accident/injury, please take following measures:
1) Call the Emergency Number immediately, giving the exact location and details of the accident/injury.
2) If possible, help treat/comfort the injured party until qualified help arrives.

Fires

The venue is equipped with a fire sprinkler and alarm system. Portable hand-held fire extinguishers are also located at each gate inside the halls. 
If you detect fire or smoke:
1) Activate the nearest fire alarm if possible and safe to do so.
2) Call the Emergency Number immediately, giving the exact location and details of the fire.
3) Leave the exhibition hall immediately by the nearest exit.
4) Close doors behind you. If you hear a fire alarm, remain calm and alert, prepare at once to leave the NECC.

Evacuation

If you hear a fire alarm evacuation announcement or instruction:
1) Leave the NECC by the nearest safe exit.
2) Follow announcements over the public address system or instructions by NECC staff and/or fire/police officials.
3) Once outside the NECC, stay clear of the venue; do not return until it is declared safe to do so by NECC management, or fire/police officials.

2 APPROACH COURSE FOR FREIGHT VEHICLES

Please find the large picture in the Exhibitor Centre on www.cbmexpo.com

3 PUBLIC TRANSPORT & METRO

NECC is located in the west of Shanghai. 1.5 km away from Hongqiao Transportation Hub, NECC (Shanghai) is linked to Hongqiao Airport and Hongqiao Railway Station by the city’s metro line. Because of the convenient national highway network, the major cities in the Yangtze River Delta region are easily reachable within 2 hours.

By Flight
1.5 km away from Hongqiao International Airport, 60km away from Pudong International Airport. Both of them could be reach by metro line 2.

By Train
1.5 km away from Hongqiao Station which could be reach by metro line 2.  
25km away from Shanghai Station, 23km from Shanghai South Railway Station, both can reach by Line 1.

**By Taxi**  
1. Come from Zhongshan Park----Changning Road---Beidi elevated Road----Jiamin elevated Road(Songze road direction)----Songze elevated Road(Shenhai Highway)-----Panlong Road exit and turn around at the crossroad-----Songze Road----Zhuguang Road

2. Come from Yanan elevated Road----Huingping elevated Road-----G50-----Jiamin elevated Road(Songze road direction)----Songze elevated Road(Shenhai Highway)-----Panlong Road exit and turn around at the crossroad-----Songze Road----Zhuguang Road

**Public Transport:**  
1. No.865 Bus  
2. No.706 Bus  
3. No.776 Bus

Those information above is just for your reference.
Exhibitors and EACs must use the venue and facilities appropriately. Any damage cause by Exhibitors and EACs will be asked to pay.

Please notice: NECC holds the final explanation right of these price and is able to modification.